

Loan Service Fee Explanation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Lending Institution Name]

[Lending Institution Address]

[City, State, ZIP Code]

Dear [Lending Institution Contact/Customer Service],

I hope this message finds you well. I am writing to request a detailed explanation of the service fees associated with my loan, account number [Insert Account Number].

While reviewing my statements, I noticed several charges that I do not fully understand. To ensure I have a clear understanding of my financial obligations, I would appreciate it if you could provide a breakdown of these fees and clarify their purpose.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]