

Loan Service Fee Justification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a justification for the loan service fee charged to my account, associated with my loan [Loan Number].

As a borrower, I am keen to understand the components of this fee and the services it covers. Transparency in this matter is crucial for maintaining a trustful relationship between the lender and borrower.

Could you please provide a detailed breakdown of the loan service fee? Additionally, if there are any potential adjustments or considerations that could be applied, please let me know.

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

Sincerely,

[Your Name]