

# Loan Service Fee Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a refund for the loan service fee applied to my account with the loan number [Insert Loan Number]. I believe that this fee was charged in error, as [explain briefly the reason for the refund request].

According to our previous correspondence on [insert date of correspondence], I was informed that [insert relevant information]. I have attached all relevant documentation for your review.

I kindly ask that you process this refund at your earliest convenience. If you need any further information or documentation, please do not hesitate to reach out to me.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]