

Request for Breakdown of Loan Service Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Loan Service Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Provider's Name],

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

Understanding the composition of these fees will help me in managing my finances effectively and ensuring all charges are accurate. I kindly request the following information:

- Itemized listing of all service fees
- Explanation of each fee
- Date when each fee was applied

Thank you for your attention to this matter. I look forward to receiving the requested information at your earliest convenience.

Sincerely,

[Your Name]