

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Loan Institution's Name]

[Loan Institution's Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally appeal the erroneous loan fee that has been charged to my account, account number [Your Account Number]. On [Date of Charge], I was notified of a fee of [Amount] being applied, which I believe to be incorrect.

After reviewing the terms of my loan agreement, I found no basis for this charge. I kindly request a thorough review of my account activity, as I believe the fee should be waived.

I appreciate your attention to this matter and hope for a swift resolution. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your prompt attention to my appeal.

Sincerely,

[Your Name]