

Inquiry Regarding Unapproved Loan Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Loan Officer's Name]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to inquire about the recent charges applied to my account related to the loan application submitted on [insert loan application date]. It has come to my attention that there are several fees that have been marked as "unapproved" on my statement.

I kindly request a detailed breakdown of these fees along with an explanation of why they were charged, as this was not made clear at the time of my loan application. Additionally, I would like to understand the process for disputing any unapproved fees if deemed necessary.

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

Sincerely,

[Your Name]