

Loan Charge Reversal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a reversal of the loan charge assessed on my account, currently identified by loan number [Insert Loan Number].

The charge, which was applied on [Insert Date of Charge], appears to be in error due to [briefly explain the reason for your request, e.g., payment made on time, misunderstanding of terms, etc.]. I have attached all relevant documentation for your review, including [list documents such as payment receipts, account statements, etc.].

As a loyal customer, I appreciate your attention to this matter and would greatly appreciate a prompt review of my request. I look forward to your response and hope for a favorable resolution.

Thank you for your time and assistance.

Sincerely,

[Your Name]