

[Your Name/Business Name]

[Your Business Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank/Lender Name]

[Loan Department]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Interest Rate Discrepancy - Loan Account #[Your Loan Number]

To the Loan Administration Department,

I am writing to formally bring to your attention a discrepancy regarding the interest rate currently being applied to the business loan mentioned above.

According to my records and the signed loan agreement dated [Date of Agreement], the agreed-upon interest rate for this period should be [Correct Interest Rate]%. However, my most recent billing statement dated [Date of Statement] indicates that an interest rate of [Incorrect Interest Rate]% is being applied to the principal balance.

As a result of this error, I believe I have been overcharged in the amount of \$[Amount] for the current billing cycle. [Optional: Mention if this has occurred in previous cycles as well].

I request that you investigate this matter and take the following actions:

- Correct the interest rate to reflect the terms stated in our original agreement.
- Adjust the outstanding balance to account for any overpayments made due to this discrepancy.
- Provide a corrected statement or a written confirmation of these adjustments.

Attached are copies of the relevant section of my loan agreement and the billing statement showing the incorrect rate for your reference.

Please provide a response regarding the resolution of this issue by [Date, e.g., 10 business days from now]. Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Your Printed Name]

[Your Job Title/Position]