

[Your Name/Company Name]

[Your Business Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Lender Name]

[Lender Department, e.g., Loan Servicing]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Error - Payment Allocation Dispute

Loan Number: [Your Loan Number]

Property/Business Address: [Address associated with loan]

To Whom It May Concern,

I am writing to formally dispute the allocation of the payment(s) made on [Date(s) of Payment] in the amount of \$[Total Payment Amount].

According to my records and the terms of the Loan Agreement dated [Date of Agreement], specifically section [Section Number, if known], payments are to be applied in the following order: [e.g., Interest, then Principal, then Escrow].

However, my recent statement dated [Date of Statement] indicates that the payment was incorrectly applied as follows: [Describe how the bank applied it, e.g., applied entirely to fees or unapplied funds].

I request that you take the following actions:

- Correct the allocation of the payment(s) mentioned above to reflect the proper distribution between principal, interest, and escrow.
- Reverse any late fees or penalties that were incorrectly assessed as a result of this misallocation.
- Provide an updated loan history ledger showing the corrected balance.

Attached are copies of [List attachments, e.g., canceled checks, wire confirmation, or previous statements] as evidence of the payment and the discrepancy.

Please investigate this matter and provide a written response confirming the corrections within [Number of days, e.g., 30] business days. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]