

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Loan Servicer Name]
[Loan Servicer Address]
[City, State, Zip Code]

Re: Notice of Error Regarding Loan Payment Application
Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally notify you that a payment made on my account was not applied correctly. I am requesting that you investigate this error and correct my account records immediately.

The details of the payment in question are as follows:

- Payment Date: [Date of Payment]
- Payment Amount: \$[Amount]
- Payment Method: [e.g., Check #, ACH Transfer, Online Portal]

The error identified is as follows: [Provide a brief description, e.g., The payment was not credited to the account; The payment was applied as a fee instead of principal; The payment was applied to the wrong month].

I have enclosed a copy of my [bank statement/canceled check/receipt] as proof of payment. Please correct this error and ensure that any late fees or interest charges resulting from this misapplication are waived and removed from my account.

Please provide written confirmation once this correction has been processed. I look forward to your prompt response within the timeframe required by law.

Sincerely,

[Your Signature]

[Your Printed Name]