

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

[Date]

[Lender/Bank Name]
[Loan Servicing Department]
[Lender Address]

RE: Request for Correction of Misapplied Funds

Loan Account Number: [Your Loan Number]

To Whom It May Concern,

I am writing to formally request a correction regarding a payment made to my loan account on [Date of Payment] in the amount of \$[Payment Amount].

According to my records and the instructions provided at the time of payment, this amount was intended to be applied as follows: [e.g., a principal-only payment / payment toward specific installment period]. However, I have noticed that the funds were instead applied to [e.g., future interest / an incorrect escrow account / a different loan sub-account].

I have attached a copy of my payment receipt and [mention any other supporting documents, such as a bank statement or original payment coupon] for your reference.

Please reallocate these funds according to my original instructions and update my account balance accordingly. Additionally, I request that any late fees or interest charges resulting from this misapplication be waived or reversed.

Please provide written confirmation once this correction has been processed. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]