

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

[Date]

[Name of Loan Officer or Department]
[Bank or Financial Institution Name]
[Bank Address]

**RE: Formal Grievance Regarding Incorrect Amortization Adjustment for Loan Account
#[Your Loan Number]**

Dear [Name of Contact Person or Department],

I am writing to formally lodge a grievance regarding the recent adjustment made to my variable rate loan amortization schedule, effective as of [Date of Adjustment].

Upon reviewing my latest statement, I believe the new installment amount of [New Amount] has been calculated incorrectly. Based on my records and the terms outlined in our original loan agreement, the adjustment does not appear to align with the current [Name of Index, e.g., LIBOR or Prime Rate] plus the agreed-upon margin of [Your Margin %].

Specifically, my concerns are as follows:

- The interest rate applied exceeds the cap specified in my contract.
- The calculation does not accurately reflect the remaining principal balance.
- [Insert any other specific discrepancy here].

I request that you conduct a formal review of my account and provide a detailed breakdown of how the new amortization was calculated. If an error is found, I expect an immediate correction of the installment amount and a reversal of any late fees or overcharged interest resulting from this error.

I have attached copies of my loan agreement and the disputed statement for your reference. I look forward to receiving a written response and a resolution to this matter within [Number of Days, e.g., 10] business days.

Sincerely,

[Your Signature]

[Your Printed Name]