

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

[Date]

[Name of Loan Officer/Department]  
[Financial Institution Name]  
[Institution Address]

**RE: Formal Grievance regarding Incorrect Loan Term in Amortization Schedule**  
Account Number: [Your Loan Account Number]

Dear [Recipient Name or Customer Service Manager],

I am writing to formally lodge a grievance regarding the amortization schedule provided for the above-referenced loan account. Upon reviewing the document dated [Date of Schedule], I discovered a discrepancy between the agreed-upon loan term and the term reflected in the schedule.

According to my signed loan agreement dated [Date of Agreement], the approved loan term is [Correct Number of Months/Years]. However, the current amortization schedule shows a term of [Incorrect Number of Months/Years].

This error has resulted in incorrect calculations regarding my [Monthly Payment Amount / Interest Total / Maturity Date].

I request that you:

- Review my original loan application and signed contract.
- Correct the loan term in your system to match the legal agreement.
- Provide me with a revised and accurate amortization schedule reflecting the correct term.

Please confirm receipt of this letter and provide an update on the status of this correction within [Number, e.g., 10] business days. I have attached a copy of the relevant section of my signed agreement for your reference.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]