

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Loan Officer Name]
[Financial Institution Name]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Waiver Request for Loan Application Discrepancy - [Loan Application Number/Reference]

Dear [Loan Officer Name],

I am writing to formally request a waiver regarding the discrepancy identified during the underwriting process for our commercial loan application. Specifically, the issue relates to: [Briefly describe the discrepancy, e.g., difference in reported annual revenue, tax return mismatch, or asset valuation].

The reason for this discrepancy is as follows: [Provide a clear, concise explanation of why the data differs].

To support this request, I have enclosed the following documentation to clarify the matter:

- [Supporting Document 1]
- [Supporting Document 2]

Despite this variance, our business remains financially sound with a strong capacity to meet the obligations of the requested loan. We believe this discrepancy is an isolated administrative matter and does not impact the overall creditworthiness of [Company Name].

We kindly ask for your approval of this waiver to proceed with the final stages of the loan closing. Should you require any further information or a meeting to discuss this in detail, please contact me directly at [Your Phone Number].

Thank you for your time and continued support of our business.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]