

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

[Date]

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

RE: Loan Principal Balance Discrepancy Notice
Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally dispute the outstanding principal balance currently reflected on my account following the recent transfer of my loan servicing from [Former Servicer Name] to [New Servicer Name].

According to my records and the final statement provided by [Former Servicer Name] dated [Date], the correct principal balance as of the transfer date should be \$[Correct Amount]. However, your records currently indicate a balance of \$[Incorrect Amount].

This discrepancy appears to be due to: [Briefly state reason, e.g., a missing payment, incorrect interest calculation, or data entry error during transfer].

I have enclosed the following supporting documentation for your review:

- Final statement from [Former Servicer Name].
- Proof of payment for the payment(s) dated [Dates].
- [Any other relevant documents].

Please investigate this matter and correct my account records to reflect the accurate principal balance. Once the correction has been made, please provide me with a written confirmation and an updated account statement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]