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Your business address

Date

The bank's address

Subject: Error in the acknowledgment of my loan repayment

Dear Mr. / Ms. (Bank manager's name)

This mail concerns the repayment of my business loan taken under the (scheme's name) scheme. The bank account connected to it is (AC number) and the outstanding amount is (the figure in words).

I received a communication from your office stating that I have defaulted on the loan. This is to bring to your notice that I have been repaying the loan in installments every quarter. The online payment acknowledgments for the same have been attached herewith.

As you know, such a notice from your bank will have lasting effects on my company. I urge you to look into the matter and sort it out at the earliest.

This is to request a letter backtracking the notice sent by mistake. This trivial confusion aside, I hope to continue my association with your esteemed bank.

Yours sincerely

(Your signature)

(Your official name)

(Your designation)