

# Loan Information Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Bank/Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the loan information related to my account as a beneficiary. I would like to understand the following details:

- The current status of the loan
- Payment terms and remaining balance
- Any applicable interest rates
- Deadlines for the next payment

Please let me know if you require any additional information or documentation from my side to assist with my inquiry.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]