

# Balance Statement Request for Personal Loan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Loan Institution's Name]

[Loan Institution's Address]

[City, State, ZIP Code]

Dear [Loan Officer's Name],

I am writing to formally request a balance statement for my personal loan account, with account number [Your Account Number]. I need this statement for my personal records and to keep track of the payment progress.

Please provide the balance statement as of [Desired Date] and include any relevant details regarding the outstanding balance and payment history.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]