

To Whom It May Concern,

I hope this message finds you well.

I am writing to request information regarding my personal loan balance with your institution. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Loan Number: [Your Loan Number]

Could you please provide me with the current balance, including any interest or fees that may be applicable? I would appreciate your prompt response to this inquiry as I am in the process of reviewing my financial situation.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]