

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

## **Subject: Inquiry Regarding Outstanding Personal Loan Amount**

Dear [Lender's Name],

I hope this message finds you well. I am writing to inquire about the current outstanding balance of my personal loan with account number [Account Number].

As I am planning to make a payment and would like to ensure that I have the correct amount, I would appreciate it if you could provide me with the latest details regarding the outstanding balance, including any accrued interest and fees.

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

Sincerely,

[Your Name]