

Personal Loan Balance Update Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to inquire about the current balance of my personal loan with account number [Your Account Number]. I would appreciate it if you could provide me with an update on the outstanding balance, along with any relevant details regarding my payment status.

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

Sincerely,

[Your Name]