

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Loan Department  
Bank Name  
Bank Address  
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to request the current balance on my personal loan with account number [Your Account Number]. I would appreciate it if you could provide me with this information at your earliest convenience.

Thank you for your assistance.

Sincerely,  
[Your Name]