

Request for Personal Loan Account Balance Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request the current balance information for my personal loan account. My account details are as follows:

Account Number: [Your Account Number]

Account Holder Name: [Your Full Name]

Please provide me with the latest balance and any relevant details regarding my account. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]