Loan Balance Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Institution]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a verification of the current balance on my loan with account number [Your Loan Account Number]. I would appreciate it if you could provide me with an official statement reflecting the outstanding balance as of [Insert Date].

Please send the verified balance information to my address listed above or via email at [Your Email Address]. If you require any further information to process this request, do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]