

# Outstanding Loan Balance 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 outstanding balance on my loan with your institution. My loan account number is [Account Number]. I would appreciate if you could provide me with the current balance, as well as any relevant details regarding the terms and conditions of my loan.

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

Sincerely,

[Your Name]