

Debt Inquiry Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Lender's Name]
[Lender's Position]
[Lender's Company Name]
[Lender's Company Address]
[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally inquire about the current status of the debt associated with our recent business loan. We are committed to maintaining transparency and open communication regarding our financial obligations.

Could you please provide an update on the following:

- Outstanding balance
- Payment history
- Interest rate details
- Any upcoming payment deadlines

We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]