

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

Recipient's Name
Bank or Lender's Name
Lender's Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to request clarification regarding the details of my business loan (Loan Number: [Loan Number]), which I obtained on [Loan Date]. As I review my account statements and loan documents, I have some questions regarding the terms and current balance.

Specifically, I would like to clarify the following:

- [Specific question 1]
- [Specific question 2]
- [Specific question 3]

I appreciate your assistance in addressing these queries and providing any necessary documentation that may clarify my loan status. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information needed to expedite this process.

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

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]