

Debt Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 formally request clarification regarding the outstanding balance on my personal loan account, which I believe is #[Account Number].

Due to my active review of financial statements, I would appreciate if you could provide a detailed breakdown of the current balance, including any fees, interest rates, and payments made. This will assist me in ensuring the accuracy of my account records.

Please respond at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]