

Loan Account Balance Clarification

Date: [Insert Date]

To: [Loan Officer's Name]

From: [Your Name]

Your Address: [Your Address]

City, State, ZIP: [Your City, State, ZIP]

Subject: Inquiry Regarding Loan Account Balance

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to request clarification regarding the current balance on my loan account with the account number [Insert Account Number].

Upon reviewing my recent statements, I have noticed discrepancies that I would like to address. As of [Insert Date], the balance appears to be [Insert Amount], and I would appreciate your assistance in confirming the accurate balance as well as any additional details regarding recent transactions.

If you could provide a breakdown of the payments and any outstanding interest, it would be greatly appreciated. You can reach me at [Your Phone Number] or [Your Email Address] should you need further information.

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

Sincerely,

[Your Name]