

Loan Balance Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to request information regarding my loan account with your institution. Below are the details of my loan:

Loan Account Number: [Insert Loan Account Number]

Loan Type: [Insert Loan Type]

Specifically, I would like to know the current balance of my loan and the exact payoff amount as of [Insert Desired Payoff Date]. Additionally, I would appreciate any information regarding interest rates, fees, and the loan terms associated with my account.

Please feel free to contact me via phone or email if you need any additional information to process this request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]