

Loan Installment Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient's Title]

[Company/Bank Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request verification of my loan installment payments for my loan account numbered [Your Loan Account Number].

As part of my financial planning and for record-keeping purposes, I would appreciate it if you could provide a detailed statement of my paid installments, including the amount, dates of payment, and any outstanding balance.

If you require any further information to process this request, please do not hesitate to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]