

Formal Request for Loan Balance Statement

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

Loan Department
[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 a statement of my loan balance for my account with [Account Number or Loan Number]. I would like to obtain the most recent details regarding the outstanding balance as of [request date].

For your reference, my personal details are as follows:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Loan Type: [Type of Loan]

Please let me know if you require any additional information to process this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]