

Loan Account Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Loan Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to inquire about the total balance of my loan account with your institution. My account number is [Insert Account Number]. I would appreciate it if you could provide me with the current total amount owed, including any interest and fees that may apply.

If there are any documents or further information needed to process this request, please let me know, and I will gladly provide them.

Thank you for your assistance.

Sincerely,

[Your Name]