

Loan Account Balance Confirmation Request

Date: [Insert Date]

To,

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to request a confirmation of my loan account balance. Below are the details of my loan account:

Loan Account Number: [Insert Loan Account Number]

Account Holder Name: [Insert Your Name]

Contact Number: [Insert Your Phone Number]

Kindly provide me with a statement of my loan account balance as of [Insert Date]. This information is required for my personal records.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]