

Loan Balance Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm the outstanding balance of the loan originally obtained on [Loan Date] from [Lender Name]. The details are as follows:

- Loan Amount: \$[Principal Amount]
- Current Outstanding Balance: \$[Current Balance]
- Effective Date of Balance: [Effective Date]
- Interest Rate: [Interest Rate]% per annum
- Next Payment Due: [Next Payment Due Date]

Please let us know if you require any further information or clarification regarding this confirmation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]