

Loan Balance Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name/Customer Service],

I am writing to request a statement of my loan balance for the following loan:

- Loan Account Number: [Your Loan Account Number]
- Type of Loan: [e.g., Personal Loan, Home Loan, etc.]
- Date of Loan Issuance: [Date]

Could you please provide me with the current balance, along with any other relevant details such as payment history and interest rates? This information is essential for my financial planning.

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

Sincerely,

[Your Name]