

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

Date: [Insert Date]

Loan Department
[Bank/Financial Institution Name]
[Institution Address]
City, State, Zip Code

Dear [Loan Officer's Name/Loan Department],

I hope this message finds you well. I am writing to formally request the current balance of my loan account with your institution. My loan account number is [Your Loan Account Number].

For your reference, my details are as follows:

- Loan Account Number: [Your Loan Account Number]
- Loan Type: [Type of Loan]
- Your Name: [Your Full Name]
- Contact Information: [Your Email and Phone Number]

Sincerely,

[Your Name]