

Loan Balance Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to request verification of the outstanding balance on my loan account. My account number is [Account Number]. As of [Insert Date], I would like to confirm the exact amount due to ensure that my records are accurate.

Please provide a written statement of my outstanding loan balance, including any relevant details such as interest rates or payment schedules.

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

Sincerely,

[Your Name]