

Loan Balance Clarification Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank/Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name or "To Whom It May Concern"],

I am writing to formally request clarification regarding the balance of my loan account with your institution. My loan account number is [Your Loan Account Number].

As of [insert date], I have noticed discrepancies in my loan balance that I would like to understand better. I would appreciate if you could provide me with a detailed statement of my loan transactions, along with the current outstanding balance.

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

Sincerely,

[Your Name]