

Outstanding Loan Balance Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to inquire about the outstanding balance on my loan account numbered [Loan Account Number].

As of [Insert Date], I would like to confirm the current outstanding balance, along with any relevant details regarding payment options, interest rates, and any fees that may apply.

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

Sincerely,

[Your Name]