

# Letter of Demand for Loan Account Summary

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Lender's Name]  
[Lender's Address]  
[City, State, Zip Code]

## **Subject: Demand for Comprehensive Loan Account Summary**

Dear [Lender's Name],

I am writing to formally request a comprehensive summary of my loan account with your institution. My account number is [Your Account Number].

As a borrower, I believe it is my right to have access to detailed information regarding the status of my loan, including but not limited to the principal balance, interest accrued, payment history, and any fees charged.

Please provide me with this information at your earliest convenience, preferably within [Number of Days] days. If you require any further information from my side to process this request, do not hesitate to reach out.

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

Sincerely,

[Your Name]