

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

Loan Officer's Name  
Bank/Loan Company Name  
Company Address  
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request the details of the remaining balance on my loan account with [Bank/Loan Company Name]. My account number is [Your Account Number], and the loan was initiated on [Loan Initiation Date].

Understanding the current balance, along with any outstanding fees or payments, is crucial for my financial planning. Additionally, if there are any further documents or forms required to facilitate this request, please let me know.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,  
[Your Name]