

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

Loan Officer's Name
Financial Institution Name
Institution Address
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to request a detailed breakdown of my loan balance associated with account number [Your Account Number]. As I am reviewing my financial obligations, it would be helpful to have a clear understanding of the principal balance, interest accrued, and any fees applied.

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

Sincerely,
[Your Name]