

# Request for Detailed Outstanding Loan Balance Statement

Date: [Insert Date]

To,

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request a detailed statement of my outstanding loan balance.

My account details are as follows:

- Account Holder Name: [Your Name]
- Loan Account Number: [Your Loan Account Number]
- Type of Loan: [Type of Loan]

It is important for me to receive this information for my personal records and to manage my financial planning effectively.

I would appreciate your prompt attention to this matter and look forward to your response at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]