

# Request for Itemized Loan Balance Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name or Customer Service],

I am writing to formally request an itemized loan balance report for my account, with the account number [Your Account Number]. I would like to review the detailed breakdown of my current balance, including interest accrued, principal paid, and any fees associated with the loan.

Understanding the specifics of my loan balance is crucial for my financial planning, and I would appreciate your prompt assistance with this request. Please send the report to the address listed above or my email at [Your Email Address].

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

Sincerely,

[Your Name]