

# Request for Loan Provision Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Bank/Organization Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request verification of the loan provisions associated with my account (Account Number: [Insert Account Number]). This verification is necessary for [reason for request, e.g., applying for a new loan, personal records, etc.].

Could you please provide me with the details regarding the following:

- Loan amount
- Interest rate
- Payment schedule
- Any other relevant terms and conditions

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

Sincerely,

[Your Name]