

# Estate Loan Settlement Balance Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current settlement balance on the estate loan associated with the estate of [Deceased's Name], account number [Account Number]. As the administrator of the estate, it is my responsibility to ensure all financial obligations are fulfilled, and I would appreciate your assistance in providing the latest balance and any relevant details regarding the loan.

Please let me know if you require any further information to process this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]