

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a confirmation of the outstanding principal balance on my loan account, #[Your Loan Account Number], as of [Requested Date]. It is important for me to verify this information for my financial records.

For your reference, my loan details are as follows:

- Borrower Name: [Your Full Name]
- Loan Type: [Type of Loan]
- Loan Origination Date: [Loan Origination Date]

Please include any applicable interest rates, payment history, and any other relevant details regarding my loan balance in your confirmation.

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

Sincerely,

[Your Name]