

Outstanding Principal Balance Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Outstanding Principal Balance

Dear [Lender's Name],

I hope this message finds you well. I am writing to request a review of the outstanding principal balance on my account [Account Number].

As of today, the outstanding balance is [Insert Amount], and I would like to confirm the details surrounding the calculations of this amount. Additionally, I would appreciate any documentation related to the account history and payments made.

If you could provide this information at your earliest convenience, I would greatly appreciate it. Thank you for your attention to this matter.

Sincerely,

[Your Name]