

Outstanding Principal Balance Investigation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an investigation into the outstanding principal balance on my account (Account Number: [Insert Account Number]). I have noticed discrepancies that require clarification and resolution.

Please provide a detailed statement of the outstanding balance, including a breakdown of the principal amount, any accrued interest, and any fees associated with the account.

Your prompt attention to this matter will be greatly appreciated. I look forward to your timely response.

Thank you for your assistance.

Sincerely,

[Your Name]