

Request for Clarification of Outstanding Principal Balance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the outstanding principal balance on my account, account number [Account Number], as of [Date].

Upon reviewing my statements, I have noticed discrepancies in the balance reported, and I would appreciate if you could provide a detailed breakdown of the outstanding principal, including any applicable fees or adjustments that may have been applied.

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

Sincerely,

[Your Name]