

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about my outstanding principal balance related to my account number [Account Number].

As of [Date], I would appreciate it if you could provide me with a detailed statement of my outstanding principal balance. This information is essential for me to assess my current financial situation and plan my future payments.

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

Sincerely,

[Your Name]