

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of my outstanding principal balance with [Company/Organization Name]. My account number is [Account Number].

Could you please provide me with a detailed statement indicating the outstanding balance as of [Insert Date]? Additionally, I would appreciate any information regarding payment options and deadlines.

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

Sincerely,

[Your Name]