

Outstanding Principal Balance Verification Request

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

[Lender's Name]
[Lender's Address]
City, State, Zip Code

Dear [Lender's Name],

I am writing to formally request verification of the outstanding principal balance on my loan account, which is identified by the account number [Your Account Number]. As per my records, I would like to confirm the current balance and any applicable details regarding my account.

For your reference, please find my account information below:

- Account Holder Name: [Your Name]
- Loan Type: [Type of Loan]
- Account Number: [Your Account Number]

Additionally, I would appreciate it if you could provide me with a breakdown of the outstanding balance, including any interest or fees that may be applicable.

Please send the verified information to my mailing address or email address as listed above at your earliest convenience.

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

Sincerely,

[Your Name]