

Balance Confirmation for Loan

Date: [Insert Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Balance Confirmation for Loan Account #[Insert Account Number]

Dear [Lender's Name],

I am writing to formally confirm the current balance of my loan account with your institution. As of [Insert Date], the outstanding balance is [Insert Balance Amount].

Please provide confirmation of this balance at your earliest convenience. If there are any discrepancies, kindly inform me so we can address the matter promptly.

Thank you for your attention to this matter.

Sincerely,

[Borrower's Name]

[Borrower's Contact Information]