

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Loan Balance Information

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the current balance of my loan account with your institution.

Details of my loan are as follows:

Loan Account Number: [Your Loan Account Number]

Borrower Name: [Your Name]

Date of Loan: [Loan Start Date]

I would appreciate it if you could provide me with the updated balance as of [specific date]. If there are any additional details or documents required to process this request, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]