

Loan Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a statement of my loan for account number [Insert Loan Account Number]. I would appreciate it if you could provide me with the details of my current loan balance, payment history, and any other relevant information.

Please send the loan statement to my email address or my home address listed above at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]