

Outstanding Loan Balance Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to request information regarding the outstanding balance on my loan account with your institution.

My loan account number is [Insert Loan Account Number], and I would appreciate it if you could provide me with the current outstanding balance, along with any relevant details regarding the repayment terms and conditions.

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

Sincerely,

[Your Name]