

Loan Balance Inquiry

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to inquire about the remaining balance on my loan with account number [Account Number]. I would appreciate it if you could provide me with the most updated information regarding the outstanding balance and any upcoming payment details.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]