Request for Total Loan Balance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:
[Lender's Name]
[Lender's Company]
[Company Address]
[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the total balance of my loan account with the following details:

- Account Number: [Your Account Number]
- Loan Type: [Type of Loan]

For my records, I would appreciate it if you could provide the current total balance due, including any interest or fees that may apply. Please send the information to my address listed above or via email at [Your Email Address].

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

Sincerely,

[Your Name]