

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 inquire about the current remaining balance on my loan with account number [Your Account Number]. I would appreciate it if you could provide me with the most recent information regarding this balance, as well as any upcoming payment details.

Thank you for your assistance.

Sincerely,

[Your Name]