

Inquiry regarding Loan Balance Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank or Lender's Name]

[Bank or Lender's Address]

[City, State, Zip Code]

Dear [Lender's Contact Person's Name],

I hope this message finds you well. I am writing to inquire about the current balance details of my loan account with your institution. My loan account number is [Loan Account Number].

Could you please provide me with the following information:

- Current outstanding balance
- Interest rate
- Next payment due date
- Payment schedule

Your assistance with this matter is greatly appreciated. If you require any further information to process my request, please feel free to contact me at the phone number or email address provided.

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

Sincerely,

[Your Name]