

Loan Account Balance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank/Financial Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to request the current balance for my loan account, which is under the name [Your Name] and the account number [Your Loan Account Number].

As per my records, the loan was initiated on [Loan Start Date]. I would appreciate it if you could provide me with the outstanding balance and any other relevant information pertaining to this loan.

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

Sincerely,

[Your Name]