

# Loan Account Summary Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To:

[Loan Company's Name]

[Loan Company's Address]

[City, State, ZIP Code]

Dear [Loan Officer's Name],

I am writing to request a detailed summary of my loan account associated with account number [Your Account Number]. I would appreciate if you could provide information regarding the current balance, payment history, interest rates, and any other pertinent information.

This information is necessary for my personal financial management and will assist me in making future decisions regarding my loan.

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

Sincerely,

[Your Name]