

Loan Balance Clarification Request

Date: [Insert Date]

To,

[Loan Officer's Name]
[Bank/Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request clarification regarding the current balance of my loan account. My loan account number is [Insert Account Number].

Despite my recent statements and communications, I am somewhat uncertain about the outstanding balance and any applicable interest charges. I would appreciate it if you could provide a detailed breakdown of the current loan balance, including any fees or charges that may be affecting it.

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

Sincerely,

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]