

Request for Loan Balance Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a statement of my loan balance for the following account:

Loan Account Number: [Insert Loan Account Number]

Loan Type: [Insert Loan Type]

As of [Insert Requested Date], I would like to know the current outstanding balance, any pending payments, and any other relevant information pertaining to my loan.

Please send the requested information to my address mentioned above or via email at [Insert Email Address]. Your assistance in this matter is greatly appreciated.

Thank you for your prompt attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]