

Letter of Request for Outstanding Loan Balance Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to request information regarding the outstanding balance on my loan account [Insert Loan Account Number].

As I am currently reviewing my financial situation, it is important for me to have an accurate understanding of the remaining balance on my loan. Please provide me with the outstanding principal amount, any accrued interest, and any additional fees associated with my account.

If possible, I would appreciate receiving this information by [Insert Desired Response Date]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]