

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

## **Subject: Request for Loan Payment Summary**

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a summary of my loan payments for the loan account number [Loan Account Number]. This information is necessary for my personal financial records and planning.

Specifically, I would appreciate details regarding:

- Total amount borrowed
- Payment history and remaining balance
- Interest applicable
- Any outstanding fees or charges

Please send the summary to my email address at [Your Email Address] or to my mailing address listed above at your earliest convenience. If you require any further information to process this request, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]