

Loan Payment Records Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request detailed records of my loan payment history for the loan account associated with my name and account number [Insert Account Number].

To assist in my financial planning and record-keeping, I would appreciate it if you could provide the following information:

- All payment dates
- Amounts paid
- Interest and principal breakdown
- Any outstanding balances and fees

Please send the requested documentation to my address listed above or to my email address if that is more convenient.

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

Sincerely,

[Your Name]