

Notification of Request for Loan Payment History

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 a complete history of my loan payments for the loan account number [Insert Account Number]. This information is needed for [reason for request, e.g., personal records, application for a new loan, etc.].

For your reference, my details are as follows:

- Full Name: [Your Full Name]
- Loan Account Number: [Insert Account Number]
- Type of Loan: [Insert Type of Loan]

Please let me know if there are any forms I need to complete or if there are fees associated with this request. I appreciate your prompt attention to this matter, and I look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]