

# Request for Official Loan Repayment Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 official records of my loan repayment history for the loan account number [Insert Loan Account Number].

This information is needed for [state purpose, e.g., tax preparation, financial planning, etc.]. I would appreciate it if you could send me the repayment records at your earliest convenience.

Thank you for your assistance in this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]