

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Loan Account Balance Inquiry

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to request the current balance on my loan account (Account Number: [Your Account Number]). I would appreciate it if you could provide me with the details of the outstanding amount, including any applicable interests and fees.

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

Sincerely,

[Your Name]