

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Loan Department
Name of the Bank/Financial Institution
Bank Address
City, State, Zip Code

Subject: Request for Loan Account Statement

Dear Sir/Madam,

I hope this message finds you well. I am writing to request a statement for my loan account (Account Number: 123456789) for the period of [start date] to [end date].

Could you please provide me with a detailed statement reflecting my loan transactions, including any outstanding balance and payment history? This information is crucial for my financial planning.

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

Sincerely,
Your Name