

Inquiry Regarding Revolving Loan Account Terms

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Financial Institution's Name]

[Insert Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the terms and conditions associated with my revolving loan account ([Insert Account Number]). I would appreciate your assistance in providing clarity on several key details, including:

- The current interest rate applied to the account.
- The minimum payment requirements and any associated fees.
- The terms regarding the draw period and repayment schedule.
- Any potential penalties for late payments or exceeding credit limits.

Your prompt response to these inquiries would be greatly appreciated, as it will help me manage my financial planning effectively. Should you require any additional information from my side, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]