

Inquiry on Alleged Outstanding Loan Balance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to inquire about an alleged outstanding loan balance associated with my account (Account Number: [Your Account Number]). I have recently received notice of a balance that I do not recognize, and I would like to request further clarification regarding this matter.

To assist in resolving this issue, I would appreciate it if you could provide me with the following information:

- A detailed statement of the loan, including loan amounts, payment history, and any applicable interest or fees.
- Documentation that supports the current balance claimed.
- Information about any recent transactions or changes to my account that may have affected this balance.

Thank you for your attention to this matter. I look forward to your prompt response so that we can resolve this issue as soon as possible.

Sincerely,

[Your Name]