

Loan Repayment Details Inquiry

Date: [Insert Date]

To Whom It May Concern,

I am writing to inquire about the details of my loan repayment. My loan account number is [Insert Loan Account Number]. I would like to request the following information:

- Current outstanding balance
- Repayment schedule
- Interest rate applied
- Any past due amounts

Please send the requested information to my email address at [Insert Email Address] or my mailing address at [Insert Mailing Address].

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

Sincerely,

[Your Name]

[Your Contact Information]