

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Loan Verification Letter

Dear [Recipient's Name],

This letter serves as a verification of the loan details for [Borrower's Name] in regard to their application for [specific loan type] with [Lender's Name].

****Borrower Information:****

- Name: [Borrower's Full Name]

- Loan Account Number: [Account Number]

- Loan Amount: [Amount]

- Loan Start Date: [Start Date]

- Current Balance: [Current Balance]

- Payment Status: [Current Status - e.g., Active, Paid]

Please feel free to reach out if you require any additional information or documentation regarding this loan.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Signature (if sending a hard copy)]