

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

[Recipient's Name]
[Recipient's Title]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Deposit Loan Verification Request

I hope this letter finds you well. I am writing to formally request verification of my deposit loan status for [Account Number or Loan Reference Number].

As a part of my recent financial planning, it is essential for me to confirm the details regarding my loan status, including the current balance, payment history, and any related information that may assist in my assessment.

Please let me know if you require any further documentation or information from my side to facilitate this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]