

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

[Loan Officer's Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Subject: Loan Payment Verification Request

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request verification of my loan payment history for my account with [Loan Account Number] for the period of [start date] to [end date].

This verification is needed for [reason for verification, e.g., personal records, refinancing, etc.]. Please include details regarding the payment amounts, dates, and any outstanding balance during this period.

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]