

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

Subject: Inquiry Regarding Delinquent Loan Account [Account Number]

Dear [Loan Company's Customer Service/Specific Contact Name],
I hope this letter finds you well. I am writing to inquire about the status of my loan account with the number [insert account number], which is currently marked as delinquent.

I would like to request detailed information regarding the outstanding balance, payment history, and any applicable fees or penalties associated with this account. Additionally, I would appreciate guidance on possible options for resolving this delinquency.

Please inform me of any necessary steps I should take or specific documentation required to rectify this matter. I am eager to address this issue promptly.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]