

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Financial Institution Name]  
[Institution Address]  
[City, State, Zip Code]  
Subject: Loan Verification Request

Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to request the verification of my loan status with [Financial Institution Name]. The details of my loan are as follows:

- Borrower Name: [Your Full Name]
- Loan Account Number: [Your Loan Account Number]
- Loan Type: [Type of Loan]
- Loan Amount: [Original Loan Amount]
- Current Balance: [Current Loan Balance]
- Loan Start Date: [Loan Start Date]

Please provide the following information regarding my loan:

1. Current outstanding balance
2. Payment history
3. Payment terms
4. Any late payments or delinquencies

This information is required for [reason for the verification, e.g., home purchase, refinancing, etc.]. If you need any further details or documentation to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

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