

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

Subject: Loan Verification Request

Dear [Bank Manager's Name],

I am writing to request a verification of my loan details with [Bank Name]. Below are my account and loan specifics for your reference:

- Borrower Name: [Your Full Name]
- Loan Account Number: [Your Loan Account Number]
- Loan Type: [Type of Loan]
- Loan Amount: [Loan Amount]
- Date of Loan Disbursement: [Date]

Please provide a verification letter confirming the above details for my records and any necessary documentation. If you need further information, feel free 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]