

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

[Loan Department Name]
[Bank/Loan Company Name]
[Bank/Loan Company Address]
[City, State, Zip Code]

Subject: Loan Balance Inquiry

Dear [Loan Officer's Name or Loan Department],
I hope this letter finds you well. I am writing to request an inquiry regarding the current balance of my loan account with [Bank/Loan Company Name].

Loan Account Number: [Your Loan Account Number]

Type of Loan: [e.g., Home Loan, Personal Loan, etc.]

Loan Origination Date: [Date of Loan Initiation]

Could you please provide me with the following information:

1. Current outstanding loan balance
2. Payment history of the loan
3. Any upcoming payment schedule or due dates

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]