

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

[Date]
[Bank/Financial Institution Name]
[Loan Department]
[Bank/Institution Address]
[City, State, Zip Code]

Subject: Request for Personal Loan Statement

Dear [Loan Officer's Name or Customer Service],

I hope this letter finds you well.

I am writing to formally request a statement for my personal loan account with [Bank/Financial Institution Name]. My account details are as follows:

- Account Holder Name: [Your Name]
- Loan Account Number: [Your Loan Account Number]
- Date of Loan: [Date of Loan Issuance]

I require the statement for the period from [Start Date] to [End Date] for my personal records and financial planning.

Thank you for your prompt attention to this matter. Should you need any further information or documentation, please do not hesitate to contact me.

Sincerely,

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