

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

[Bank/Financial Institution Name]  
[Branch Address]  
[City, State, Zip Code]

Subject: PPF Loan Balance Inquiry

Dear [Manager's Name or Customer Service],

I hope this letter finds you well. I am writing to inquire about the current balance on my Public Provident Fund (PPF) loan account. My account details are as follows:

- Account Holder Name: [Your Full Name]
- PPF Account Number: [Your PPF Account Number]
- Loan Account Number: [Your Loan Account Number]

I would appreciate it if you could provide me with the outstanding loan balance as of [specific date], along with any applicable interest rates and repayment details.

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

Sincerely,  
[Your Name]