

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Loan Verification Letter

Dear [Recipient's Name],

We are writing to verify the loan details for [Borrower's Name], who has an account with us. The pertinent information is outlined below:

**\*\*Loan Information:\*\***

- **\*\*Loan Amount:\*\*** \$[Amount]
- **\*\*Loan Type:\*\*** [Type of loan, e.g., personal, mortgage, auto]
- **\*\*Date of Loan Issuance:\*\*** [Issuance Date]
- **\*\*Current Status:\*\*** [Current status, e.g., active, paid, delinquent]
- **\*\*Monthly Payment Amount:\*\*** \$[Monthly Payment]
- **\*\*Remaining Balance:\*\*** \$[Remaining Balance]

This information is provided at the request of [Recipient's Name or Institution]. If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]