

[Current Date]

[Borrower Name]  
[Borrower Address]  
[City, State, Zip Code]

[Lending Institution Name]  
[Department Name]  
[Lender Address]  
[City, State, Zip Code]

**Subject: Confirmation of Revolving Line of Credit Balance - Account #[Account Number]**

To Whom It May Concern,

This letter is to formally request a written confirmation of the current balance and standing of the revolving line of credit held by [Borrower Name/Company Name] under the account number referenced above.

Please provide the following information as of [Effective Date]:

- Total Credit Limit: \$[Amount]
- Current Outstanding Principal Balance: \$[Amount]
- Available Credit: \$[Amount]
- Current Interest Rate: [Percentage]%
- Accrued Interest (not yet posted): \$[Amount]
- Date of Last Payment: [Date]
- Next Payment Due Date: [Date]

Please forward this confirmation to [Recipient Name/Email/Address] by [Required Date].

If there are any fees associated with providing this statement, please notify us before processing. Should you have any questions, please contact [Contact Person] at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]  
[Printed Name]  
[Title/Position]