

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

[Date]

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

Re: Itemized Balance of Outstanding Principal and Interest

Account Number: [Account Number]

Loan Reference: [Loan Reference Number]

Dear [Recipient Name],

This letter serves as a formal statement of the outstanding balance for the above-referenced account as of [Date]. Below is the itemized breakdown of the principal and interest currently owed:

Description	Amount
Original Loan Amount	[\$[0.00]]
Unpaid Principal Balance	[\$[0.00]]
Accrued Interest (from [Start Date] to [End Date])	[\$[0.00]]
Late Fees / Penalties (if applicable)	[\$[0.00]]
Other Charges	[\$[0.00]]
Total Outstanding Balance	[\$[0.00]]

The daily interest accrual rate is currently \$[0.00]. Please note that this total balance is subject to change based on the date payment is received.

Payment should be directed to the following address:

[Payment Mailing Address]
[City, State, Zip Code]

If you have any questions regarding this breakdown, please contact our office at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title/Company]