

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Lender Name/Bank Name]
[Contact Person Name]
[Lender Address]
[City, State, Zip Code]

RE: Reference to Commercial Loan Agreement #[Loan Number]

Dear [Contact Person Name],

I am writing in formal reference to the Commercial Loan Agreement entered into on [Date of Agreement] between [Borrower Name] and [Lender Name], regarding the loan amount of \$[Amount].

The purpose of this letter is to [state the purpose of the letter, e.g., request a balance statement, notify of a change in contact details, or discuss repayment terms] as outlined in Section [Section Number] of the aforementioned agreement.

Please find the following details regarding the account:

- **Loan Account Number:** [Number]
- **Property/Business Collateral:** [Description]
- **Current Outstanding Balance:** [Amount]

I would appreciate a response regarding this matter by [Date]. Should you require any additional documentation or information, please contact me directly at [Phone Number] or via email at [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]