

**Date:** [Insert Date]

**To:** [Recipient Name/Financial Institution]

**Address:** [Recipient Address]

**Account/Loan Number:** [Insert Number]

## **Subject: Declaration of Outstanding Principal Balance**

To Whom It May Concern,

I, [Your Full Name], the undersigned, hereby formally declare and certify the status of the principal balance for the aforementioned loan account as of [Insert Date].

As of the date stated above, the financial records indicate the following:

- **Original Loan Amount:** [Insert Amount] [Currency]
- **Total Principal Paid to Date:** [Insert Amount] [Currency]
- **Current Outstanding Principal Balance:** [Insert Amount] [Currency]

This declaration accounts strictly for the principal amount and does not include accrued interest, late fees, or other administrative charges unless otherwise specified in an attached statement.

I confirm that the information provided herein is true and accurate to the best of my knowledge and based on current accounting records.

Sincerely,

[Signature]

**[Your Printed Name]**

**[Your Title/Position, if applicable]**

**[Your Contact Information]**