

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

[Date]

[Bank Name / Lender Name]  
[Loan Department]  
[Lender Address]  
[City, State, Zip Code]

**RE: Request for Outstanding Loan Conditions and Balance Statement**  
**Account Number: [Your Loan Account Number]**

To whom it may concern,

I am writing to formally request a detailed statement regarding my outstanding loan account mentioned above. I am currently reviewing my financial obligations and require a clear breakdown of the requirements needed to satisfy the loan.

Please provide the following information:

- Current total outstanding principal balance.
- Accrued interest and any applicable daily interest rates.
- A list of any outstanding fees, penalties, or late charges.
- A clear list of any pending conditions or documentation required to close the account.
- The total payoff amount for the date of [Date].
- Instructions for the final payment process.

Please send this information to my email address at [Your Email Address] or via mail to the address listed above within [Number] business days.

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]