

Date: [Insert Date]

To: [Borrower Name]

Address: [Borrower Address]

Account Number: [Insert Account Number]

Subject: Breakdown of Accrued Interest and Fees

Dear [Borrower Name],

As per your request, please find below the detailed breakdown of the interest and fees accrued on your account as of [Insert Effective Date].

Description	Amount
Principal Balance	[\$[0.00]]
Accrued Interest (from [Start Date] to [End Date])	[\$[0.00]]
Late Payment Fees	[\$[0.00]]
Service/Administrative Fees	[\$[0.00]]
Other Charges ([Specify])	[\$[0.00]]
Total Outstanding Balance	[\$[0.00]]

Calculation Notes:

- Current Interest Rate: [Insert %] per annum.
- Daily Interest Accrual Rate: [\$[0.00]].
- Last Payment Received: [\$[0.00]] on [Date].

Please note that interest continues to accrue daily. If you wish to request a final payoff amount for a specific future date, please contact our office.

Sincerely,

[Sender Name]

[Title]

[Company Name]

[Phone Number]