

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Loan Account Information

Borrower Name: [Borrower Name]

Loan Account Number: [Loan Account Number]

Dear [Recipient Name],

I am writing to you regarding the loan account referenced above. [Insert body of letter here].

Please contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further documentation.

Sincerely,

[Your Name]

[Your Title/Company Name]