

Date: [Insert Date]

To:

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Subject: Outstanding Loan Balance Statement

Dear [Borrower Name],

This letter serves as an official statement of your outstanding loan balance as of [Insert Date]. Below is the detailed summary of your account:

- **Loan Account Number:** [Insert Account Number]
- **Original Loan Amount:** \$[Insert Amount]
- **Original Loan Date:** [Insert Date]
- **Principal Balance:** \$[Insert Amount]
- **Accrued Interest:** \$[Insert Amount]
- **Late Fees/Other Charges:** \$[Insert Amount]
- **Total Outstanding Balance:** \$[Insert Total Amount]

Please note that interest continues to accrue daily. Your next payment of \$[Insert Payment Amount] is due on [Insert Due Date].

If you have already made a payment recently, please disregard this notice as it may not yet be reflected in this statement.

If you have any questions regarding this balance or wish to discuss repayment options, please contact our department at [Insert Phone Number] or via email at [Insert Email Address].

Sincerely,

[Your Name/Representative Name]

[Company/Institution Name]

[Contact Information]