

Your Name

Your Address City, State, Zip Code

Email Address Phone Number

Date

Recipient's Name

Bank/Financial Institution Name

Institution Address City, State, Zip Code

Subject: Demand for Full Loan Payoff Letter

Dear [Recipient's Name],

I am writing to formally request a payoff statement for my loan account with [Bank/Financial Institution Name], account number [Account Number]. As per the terms of our agreement, I wish to fulfill my obligation by settling the outstanding balance in full.

Please provide me with the following information:

- The total amount required to pay off the loan in full.
- Any applicable fees or charges that may be included in the payoff amount.
- The date until which this payoff amount is valid.

Thank you for your prompt attention to this matter. I look forward to your timely response.

Sincerely,

Your Name [Your Signature (if sending a hard copy)]