

Request for Loan Payoff Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to request a detailed payoff statement for my loan account with the account number [Your Loan Account Number]. I am considering paying off my loan and would appreciate the necessary information to proceed.

Specifically, I would like to know the total payoff amount, including any potential fees or charges that may apply. Additionally, please provide the effective date for this payoff amount. This information will assist me in planning my finances accordingly.

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,

[Your Name]