

# Loan Payoff Statement Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to request a payoff statement for my loan account with the account number [Insert Account Number]. I would appreciate it if you could provide me with a detailed statement that includes the total amount required to pay off the loan, including any applicable fees or interest.

Could you please send the payoff statement to my email address or to my mailing address as listed above? If you require any further information, please do not hesitate to contact me via phone or email.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]