

# Inquiry Regarding Early Loan Payoff Process

[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 inquire about the process for paying off my loan early, specifically regarding any potential penalties or fees, as well as the steps I need to take to facilitate this process.

My loan account number is [Loan Account Number], and I would appreciate it if you could provide me with the following information:

- Any outstanding balances or amounts due for an early payoff.
- Details on any prepayment penalties associated with my loan.
- The procedure I should follow to complete the early payoff.
- Any other pertinent information that I should be aware of.

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

Sincerely,

[Your Name]