

Loan Payoff Request Notification

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to formally request the payoff amount for my loan, account number [Insert Account Number]. I would appreciate it if you could provide me with the exact amount required to settle this loan in full.

Please include any necessary instructions or details regarding the payment process and any applicable fees.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email]