

Request for Loan Balance and Payoff Details

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 or Customer Service],

I hope this message finds you well. I am writing to request the current balance and payoff details for my loan with account number [Insert Account Number].

For my records and to help plan my financial future, I would appreciate if you could provide me with the following information:

- Current loan balance
- Payoff amount
- Any upcoming payments due
- Interest rate and terms of the loan

Please let me know if you require any additional information to process my request. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]