

Request for Written Loan Payoff Confirmation

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 Loan Officer],

I hope this message finds you well. I am writing to formally request a written confirmation of the payoff amount for my loan account with [Loan Account Number] held with your institution.

As I prepare for the final payoff, I would appreciate your assistance in providing the exact payoff amount, including any applicable fees, so that I can ensure this obligation is settled correctly.

Please send the confirmation to my mailing address or via email at [Your Email Address]. If any additional information is required from my end, feel free to reach out to me.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]