

Request for Debt Payoff Timeline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a detailed timeline for the payoff of my outstanding debt with [Company's Name], account number [Your Account Number].

Understanding the timeframe and any pertinent details related to this matter is crucial for my financial planning. I would appreciate it if you could provide me with the relevant information at your earliest convenience.

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

Sincerely,

[Your Name]