

Loan Payoff Amount Update

Date: [Insert Date]

Borrower Name: [Insert Borrower Name]

Address: [Insert Borrower Address]

Dear [Insert Borrower Name],

We are writing to inform you of the updated payoff amount for your secured loan with us. As of [Insert Date], the total payoff amount is:

Payoff Amount: \$[Insert Amount]

Please note that this amount is valid until [Insert Expiration Date]. To complete the payoff, please make sure to remit payment by this date.

If you have any questions regarding this payoff amount or need further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]