

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Loan Payoff Amount Verification Request

Dear [Lender's Name],

I hope this letter finds you well. I am writing to request a verification of the payoff amount for my installment loan with the account number [Insert Account Number].

Could you please provide me with the exact loan payoff amount as of [Insert Date]? Additionally, I would appreciate details regarding any fees associated with the payoff.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]