

Request for Payoff Statement

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Company Name]

[Lender's Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a payoff statement for our business loan with account number [Insert Account Number]. As we are in the process of [mention reason, e.g., refinancing, preparing for sale, etc.], it is essential to receive this information at your earliest convenience.

We greatly appreciate your assistance and prompt attention to this matter. If you require any further information, please do not hesitate to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]