

Demand for Payoff Statement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Payoff Statement for Student Loans

Dear [Lender's Name],

I am writing to formally request a payoff statement for my student loans under account number [Your Account Number]. I intend to pay off my loans in full and would like to know the exact amount required to settle my account.

Please provide the payoff statement by [specific date you require the statement by], including any fees or interest that may apply. If you require any additional information to process my request, do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to receiving the payoff statement at your earliest convenience.

Sincerely,

[Your Name]