

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Contact Name],

I hope this message finds you well. I am writing to request a payoff statement for my line of credit account, with the account number [Your Account Number]. I am considering settling this account and would like to know the exact amount needed for full payoff.

Additionally, if there are any fees or specific instructions I should be aware of prior to making the payment, please include that information in your response.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]