

Request for Payoff Balance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Card Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Person's Name],

I am writing to request the current payoff balance on my credit card account. My account number is [Your Account Number]. Please provide the total amount required to pay off my credit card in full, including any fees or interest that may apply.

I would appreciate a prompt response, as I intend to settle my account soon. You can reach me at the phone number or email address listed above should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]