

# Request 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]

Dear [Lender's Name],

I am writing to request a payoff statement for my installment loan, account number [Loan Account Number]. I intend to pay off the loan and would like to know the exact amount required to do so.

Please include any fees or additional charges that may apply, along with the payoff amount's expiration date.

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

Sincerely,

[Your Name]