

Request for Payoff Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a payoff statement for my personal loan account identified by the account number [Insert Account Number]. As I am considering paying off this loan in full, I would appreciate receiving the most current payoff amount and any additional instructions regarding the payoff process.

For your reference, the details of the loan are as follows:

- Loan Account Number: [Insert Account Number]
- Loan Amount: [Insert Loan Amount]
- Date of Loan: [Insert Date of Loan]

Please send the requested payoff statement to my mailing address listed above or via email at [Your Email Address]. If you require any further information to process this request, do not hesitate to contact me at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]