

## **Subject: Request for Current Loan Payoff Statement**

Date: [Insert 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 formally request a current loan payoff statement for my account, [Insert Loan Account Number]. I intend to review my finances and ensure I have the latest information regarding the outstanding balance.

In order to assist in my planning, I would appreciate if you could provide me with the total amount required to pay off the loan as of [Insert Specific Date]. This will help me understand my obligations and facilitate the necessary arrangements.

Please let me know if you need any further information or documentation from my side to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]