

# Loan Payoff Calculation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to request a payoff calculation for my loan account with the following details:

- Borrower Name: [Your Name]
- Loan Account Number: [Your Loan Number]
- Loan Type: [Type of Loan]

As I am considering paying off the loan, I would appreciate it if you could provide me with the exact payoff amount, including any applicable fees and interest as of [insert date].

Please let me know if you require any further information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]