

Loan Payoff Demand Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

Subject: Request for Total Loan Payoff Figure

I am writing to formally request the total payoff figure for my loan with the account number [Insert Account Number]. I would like to settle the loan in full, and I need the exact amount required to do so, including any applicable fees or interest.

Please provide the total payoff amount by [Insert Deadline], so I can proceed accordingly. You may send the information to the address listed above or by email at [Your Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]