

# Formal Request for Loan Closure Payoff Amount

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the payoff amount for my loan account with [Bank Name], account number [Insert Account Number]. I would like to proceed with the closure of this account.

Could you please provide me with the necessary payoff amount, including any applicable fees, as well as the instructions for completing the loan closure process?

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

Sincerely,

[Your Name]