

Petition for Exact Loan Payoff Sum

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 formally request the exact payoff sum for my loan, account number [Insert Account Number]. I intend to settle this loan and would like to ensure that I have the precise amount required for payoff.

For your reference, the loan was initiated on [Insert Date of Loan], and I have made all my payments punctually. As I plan to pay off the loan in full, it is vital for me to receive an accurate payoff figure.

Please provide the exact payoff amount along with any additional necessary details, including interest calculations and any applicable fees. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]