

# Request for Outstanding Loan Payoff Details

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Lender's Name]  
[Lender's Address]  
[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to request the current payoff details for my loan with account number [Loan Account Number]. As I am planning to settle this loan, I would appreciate your prompt assistance in providing the outstanding balance along with any applicable fees or charges.

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

Sincerely,  
[Your Name]