

Loan Payoff Amount Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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 payoff amount for my loan, account number [Insert Account Number].

As I plan to pay off my loan in full, I would appreciate it if you could provide me with the total amount required for full settlement. Additionally, please include any relevant details regarding the process for submitting this payment.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]