

Loan Payoff Request under Forgiveness Program

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 hope this letter finds you well. I am writing to formally request the payoff amount for my loan, account number [Insert Account Number], under the forgiveness program.

According to the terms of the forgiveness program, I understand that I may be eligible to have my loan forgiven, provided that certain conditions are met. As I have complied with all program requirements, I would like to request the total loan payoff amount for my records and to proceed with the closure of the loan.

Please let me know if there are any forms or additional documentation that you require to process my request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]