

Loan Payoff Acknowledgment

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],

This letter is to formally acknowledge the early payoff of my loan account #[Insert Account Number] on [Insert Payoff Date]. I confirm that the total amount due of [Insert Amount] has been paid in full.

Please update your records to reflect that my loan obligation has been satisfied. I request a confirmation letter stating that the loan has been paid off and my account has been closed.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]