

Early Loan Payoff Agreement

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request an early payoff agreement for my loan account number [Insert Loan Number]. I appreciate the opportunity to settle my loan earlier than scheduled and would like to discuss the waiver of any closing fees associated with this early payoff.

Under the terms of our agreement dated [Insert Original Agreement Date], I understand that there may be fees involved in the processing of an early payoff. However, I kindly request that you consider waiving these fees due to [reason for waiver request, e.g., "my longstanding relationship with your institution" or "my current financial situation"].

I am prepared to remit the total outstanding balance of my loan amounting to [Insert Total Amount] upon your approval of this request. Please let me know the necessary steps to proceed with this payoff under the proposed terms.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]