

Early Loan Payoff Notification

Date: [Insert 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 formally notify you of my intention to pay off my loan #[Loan Number] early. The details of the loan are as follows:

- Loan Amount: [Insert Amount]
- Original Loan Date: [Insert Date]
- Remaining Balance: [Insert Amount]

I intend to make the payoff in full by [Insert Payoff Date]. Please let me know if any specific procedures or additional information are required for the processing of this early loan payoff.

Thank you for your attention to this matter. I look forward to your confirmation of the details regarding the early payoff.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]