

# Loan Payoff Anticipation Letter

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

Subject: Anticipated Loan Payoff Calculation

I hope this letter finds you well. I am writing to request an official payoff amount for my loan with account number [Insert Loan Account Number]. As I am planning to pay off the loan in full, I would appreciate it if you could provide the following information:

- Outstanding principal balance
- Accrued interest up to the payoff date
- Any applicable fees or penalties
- Total amount required for full payoff

Please include the exact payoff amount as of [Insert Desired Payoff Date], as well as any specific instructions for processing this payment.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]