

Loan Payoff Balance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [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 request the estimated payoff balance for my loan account.

Loan Account Number: [Your Loan Account Number]

I would appreciate it if you could provide me with the total amount needed to pay off my loan as of [Insert Date of Request]. If possible, please include any applicable fees or charges that may be incurred.

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

Sincerely,

[Your Name]