

Request for Loan Payoff Statement

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Loan Department
Lender's Name
Lender's Address
City, State, Zip Code

Dear Loan Department,

I am writing to request a payoff statement for my loan with the following details:

- Loan Account Number: [Your Loan Account Number]
- Loan Type: [Type of Loan]
- Borrower Name: [Your Name]

Please provide the total amount required to pay off the loan, including any fees or penalties that may apply, as well as the exact date until which the payoff amount is valid.

Thank you for your assistance. I look forward to receiving the payoff statement at your earliest convenience.

Sincerely,
[Your Name]