

Final Loan Payoff Request

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request a statement for the final payoff of my loan account, which has the following details:

Account Number: [Your Account Number]

Loan Type: [Type of Loan]

Current Balance: [Current Balance]

I would like to ensure that all outstanding payments are settled and to obtain the exact payoff amount required to close out this loan in full. Please provide me with the payoff amount, including any interest or additional fees that may apply, by [Insert Deadline if applicable].

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 Phone Number]

[Your Email Address]