

Loan Payoff Demand Letter

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

I hope this letter finds you well. This communication serves as a formal demand for the payoff of your loan with account number [Insert Account Number], which was due to be paid off on [Insert Maturity Date]. As of today, the outstanding balance is [Insert Amount].

According to the terms of our agreement, you are required to fulfill your repayment obligations prior to the maturity date, and we kindly request that you remit payment in full by [Insert Deadline]. Failure to do so may result in additional fees or legal actions.

Please contact our office at [Insert Phone Number] or [Insert Email Address] should you have any questions or if you wish to discuss this matter further.

We appreciate your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Lender's Company Name]

[Lender's Phone Number]

[Lender's Email Address]