

Request to Expedite Loan Payoff

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

Loan Officer's Name
Bank/Financial Institution Name
Institution Address
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to request your assistance in expediting the payoff of my loan (Loan Number: [Your Loan Number]). Due to [brief description of the reason for the request, e.g., unexpected financial circumstances], I am eager to settle my loan as promptly as possible.

I appreciate your attention to my request and your efforts in facilitating this process. If there are any additional documents or steps required on my part, please let me know, and I will address them swiftly.

Thank you for your time and understanding. I look forward to your prompt response.

Sincerely,
[Your Name]