

Request for Loan Payoff Disclosure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name or Customer Service],

I am writing to formally request a payoff disclosure for my loan with account number [Insert Loan Account Number]. I would like to obtain the current payoff amount, including any applicable fees or charges.

Please send the requested information to my mailing address listed above or via email at [Your Email Address]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]