

Loan Payoff Documentation

Date: [Insert Date]

To Whom It May Concern,

I, [Borrower's Name], am writing to request documentation for the early payoff of my loan account with [Lender's Name]. Below are the details of the loan:

- Loan Account Number: [Account Number]
- Loan Type: [Type of Loan]
- Original Loan Amount: \$[Amount]
- Date of Loan Origination: [Origination Date]

I intend to pay off the remaining balance on this loan by [Projected Payoff Date]. I would appreciate receiving a statement indicating the exact payoff amount, including any applicable fees or penalties.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

[Borrower's Phone Number]

[Borrower's Email]