

# Loan Payoff Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to request a confirmation of the payoff for my loan with account number [Insert Loan Account Number]. I would like to ensure that all payments have been properly applied and that the loan is officially paid in full.

Please send me a written confirmation indicating that the loan has been paid off and that there are no further obligations on my part. If there are any remaining pending transactions, please inform me about them as well.

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

Sincerely,

[Your Name]