

Loan Payoff Balance Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Loan Servicer's Name]

[Loan Servicer's Address]

[City, State, Zip Code]

Dear [Loan Servicer's Name],

I hope this message finds you well. I am writing to request the current payoff balance for my loan account.

Account Information:

Loan Number: [Insert Loan Number]

Loan Type: [Insert Loan Type]

For my records, could you please provide the payoff amount, including any applicable fees and interest? I would appreciate a prompt response to this inquiry.

Thank you for your assistance.

Sincerely,

[Your Name]