

Business Loan Pay-Off Statement

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

Dear [Lender's Name],

This letter is to formally request a pay-off statement for the business loan account associated with [Your Business Name], account number [Account Number]. As we are in the process of settling our financial obligations, we would like to obtain the current balance due as of [Desired Pay-Off Date].

Please include any interest accrued and any fees applicable for the final payment. We would appreciate your prompt response to ensure a timely resolution of this account.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]