

Loan Pay-Off Request Letter

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]

Subject: Loan Pay-Off Request

Dear [Lender's Name],

I am writing to formally request the total payoff amount for my loan identified by the account number [Insert Account Number]. Please provide me with the loan payoff amount along with any necessary instructions for completing this transaction.

I would appreciate your prompt attention to my request so that I can finalize this process as soon as possible. If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]