

Pay-Off Request for Personal Loan

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: Request for Pay-Off Amount for Personal Loan

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the pay-off amount for my personal loan with the account number [Insert Loan Account Number]. As I plan to settle this account, I would appreciate it if you could provide me with the total amount necessary to pay off the loan in full.

Additionally, please include any relevant information regarding any potential fees or interest that could affect the final pay-off amount.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]