

Student Loan Pay-Off 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 hope this message finds you well. I am writing to request the current pay-off balance for my student loan associated with account number [Your Account Number]. I am planning to pay off the balance in full and would like to ensure that I have the correct amount.

Could you please provide me with the total amount needed to pay off my student loan as of [Insert Desired Pay-Off Date]? Additionally, include any instructions or details regarding the payment process.

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

Sincerely,

[Your Name]