

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the total pay-off balance for my account with [Company's Name]. My account number is [Your Account Number].

As I am considering making an early pay-off, I would appreciate it if you could provide me with the following information:

- Total pay-off amount
- Any fees associated with the pay-off
- Expiration date of this amount

If you require any further information to process my request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]