

Auto Loan Settlement Follow-Up

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name or Customer Service],

I hope this letter finds you well. I am writing to follow up on the auto loan settlement agreement we discussed on [insert date of discussion]. As per our conversation, I would like to confirm the details of the settlement and inquire about the next steps required from my side.

Loan Account Number: [Your Loan Account Number]

Settlement Amount Agreed: [Insert Amount]

Expected Payment Date: [Insert Date]

Please let me know if there are any documents or further information you require to proceed with this settlement. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]