

Loan Payoff Instruction

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are pleased to provide you with the comprehensive instructions regarding the payoff of your loan with us. Please follow the guidelines outlined below to ensure a smooth transaction:

Payoff Amount

Your current loan payoff amount is: **[\$[Payoff Amount]]**. This amount is valid until [Expiration Date].

Payment Methods

You may pay off your loan using one of the following methods:

- **Wire Transfer:** Please send the funds to the following account: [Bank Name, Account Number, Routing Number].
- **Certified Check:** Make checks payable to [Your Company Name] and send to the following address: [Company Address].
- **Online Payment:** Log in to your account at [Website URL] and follow the instructions for payoff.

Documentation Required

Please include the following documents with your payment:

- Completed Payoff Request Form (enclosed).
- Copy of your identification.

Contact Information

If you have any questions or need further assistance, please do not hesitate to contact us at:

Email: [Email Address]

Phone: [Phone Number]

Thank you for your attention to this matter. We appreciate your business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]