

Early Loan Payoff Notification

Date: [Enter Date]

To: [Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are writing to inform you that we have received your request for the early payoff of your loan, account number [Loan Account Number]. We appreciate your proactive approach to managing your financial obligations.

Your loan payoff amount as of [Payoff Date] is [Payoff Amount]. This amount includes any applicable interest and fees as detailed in your loan agreement.

Please ensure that the payment is made by the above date to avoid any additional charges. You can make the payment via [Payment Methods]. Once the payment is processed, you will receive a confirmation from us.

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for choosing [Lender's Name]. We wish you all the best in your future financial endeavors.

Sincerely,

[Your Name]

[Your Title]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]