

Final Loan Payoff Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Subject: Request for Final Loan Payoff Amount

Dear [Lender's Name],

I hope this message finds you well. I am writing to request the final payoff amount for my loan with account number [Loan Account Number]. I have made all necessary payments and would like to settle the loan in full.

Please provide me with the total amount due, including any interest, fees, or penalties that may apply. Additionally, I would appreciate your confirmation of the payoff instructions and the method of payment.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]