

# Request for Loan Payoff Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to request the details regarding the payoff amount for my loan, account number [Your Loan Account Number].

As I am planning to pay off this loan, it would be helpful to know the exact amount required to fully satisfy the remaining balance, including any applicable fees or interest. I would appreciate it if you could provide this information at your earliest convenience.

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

Sincerely,

[Your Name]