

# Auto Loan Payoff Confirmation Request

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I am writing to request a confirmation of my auto loan payoff for account number [Account Number]. The loan was paid off in full on [Payoff Date], and I would like to receive a document stating that the loan has been satisfied and the account is closed.

Please send the confirmation to my mailing address listed below or via email at [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]