

# Request for Payoff Amount

[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 am writing to request the payoff amount for my vehicle loan associated with account number [Your Account Number]. I am considering paying off the loan in full and would appreciate it if you could provide me with the exact payoff amount including any applicable fees.

Additionally, please let me know the timeframe in which I need to complete this payment and if there are any specific procedures I should follow.

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

Sincerely,  
[Your Name]