

Personal Loan Payoff Letter

[Name of Borrower]

[Address of Borrower]

[City, State, Zip Code]

[Date]

[Name of Lender]

[Address of Lender]

[City, State, Zip Code]

RE: Request for loan payoff [(amount) or (verification)]

Dear [lender name]:

I would like to thank you for providing me with a personal loan. I am currently exploring options for settling my debt with your company, and I would appreciate if you could provide me with the payoff amount you will accept as a settlement in one lump sum payment. Alternatively, if you have any other settlement arrangements that you would be willing to consider, I would be very interested in hearing about those as well.

Thank you for your time and consideration in this matter.

Sincerely,

[Signature of Borrower]

[Name of Borrower]

[List of Enclosures]

[Check for (Amount)]

A copy of this letter to be signed and returned to the borrower

Signature

[Lender's Name]

[Date]