

Date: _____

RE: PAYOFF REQUEST

The letter is to request a payoff on my account good through (date) _____. My Loan number is _____.

Please email this payoff request to _____ or Fax it to _____.
You can also email this information to my loan officer.

I understand this request can take 3-5 business day to complete.

Your assistance is greatly appreciated.

Sincerely,

Borrower Signature

Printed Borrower Name