

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Loan Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Loan Prepayment Request

Dear [Loan Officer's Name or Customer Service],
I hope this letter finds you well. I am writing to formally request the prepayment of my loan [Loan Account Number] with [Loan Company Name].

Loan Details:

- Loan Type: [Type of Loan]
- Loan Amount: [Original Loan Amount]
- Date of Loan Issuance: [Date]
- Remaining Balance: [Current Balance]

I would like to prepay the loan in full as of [Desired Prepayment Date]. Please confirm if there are any penalties or fees associated with this prepayment.

Additionally, I would appreciate receiving a payoff statement that reflects the total amount needed to satisfy the loan, including any interest or fees up to the requested prepayment date.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]