

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

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

Subject: Vehicle Loan Payoff Request

Dear [Loan Company's Customer Service Department/Specific Contact Name],  
I hope this letter finds you well. I am writing to formally request a  
payoff amount for my vehicle loan with the account number [Your Account  
Number].

As of [Date], I would like to know the total amount required to pay off  
my loan in full, including any interest, fees, or other charges that may  
apply. I would appreciate if you could provide me with a breakdown of the  
payoff amount.

Please send the requested information to my address listed above or via  
email at [Your Email Address]. If you require any further information to  
process my request, please do not hesitate to contact me at [Your Phone  
Number].

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

Sincerely,

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