

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

Vystar Credit Union

[Address of Vystar Credit Union]  
[City, State, Zip Code]

Subject: Auto Loan Payoff Request

Dear Vystar Customer Service,

I hope this message finds you well. I am writing to request a payoff statement for my auto loan with the following details:

- Loan Account Number: [Your Loan Account Number]
- Borrower Name: [Your Full Name]
- Vehicle Make/Model: [Vehicle Make and Model]

I would appreciate it if you could provide me with the total payoff amount, including any applicable fees, by [specific date, if necessary]. Additionally, please include any instructions for submitting the payment to ensure the loan is paid off correctly.

Thank you for your assistance with this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]