

## AUTO LOAN PAYOFF LETTER

Lender Name: \_\_\_\_\_  
Lender Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

To Whom It May Concern:

This letter serves as a formal request for the payoff amount on the auto loan referenced below. Please provide the exact amount necessary to pay off the loan in full, including any accrued interest, fees, and other charges as of the date of this request. This payoff information will be used to facilitate the release and transfer of title and ownership of the vehicle described herein.

**Borrower Information:**

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Loan Information:**

Loan Account Number: \_\_\_\_\_  
Vehicle Make/Model: \_\_\_\_\_  
Vehicle Year: \_\_\_\_\_ VIN: \_\_\_\_\_  
Current Payoff Amount (USD): \_\_\_\_\_

Please include a detailed breakdown of the payoff amount, specifying the principal balance, accrued interest, any late fees, prepayment penalties, or other charges that may apply.

We request that the payoff amount be valid for a minimum of ten (10) calendar days from the date of your response to allow for timely processing of payment and title transfer.

Upon receipt of the full payoff amount, please provide written confirmation of the loan satisfaction and instructions for the release of the lien and transfer of title to the undersigned or their assignee.

Please send the payoff statement and any related correspondence to the address, email, or fax number provided above or contact the undersigned directly for any questions or clarifications.

Thank you for your prompt attention to this request.

Sincerely,

**Borrower's Signature**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

undersigned acknowledges that any payoff amount must be confirmed in writing by the Lender prior to payment. This letter does not constitute a contract or obligation to pay or finance any amount represented herein. All transactions are subject to applicable federal, state, and local laws and regulations.

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