

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

[Date]

[Lending Institution Name]
[Loan Department Address]
[City, State, Zip Code]

RE: Notice of Intent to Terminate/Pay Off Auto Loan - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request the total payoff amount and the subsequent closure of my auto loan account for the vehicle listed below:

Vehicle Make/Model: [Year, Make, Model]
Vehicle Identification Number (VIN): [Your VIN]

I have decided to terminate my relationship with [Lending Institution Name] due to the consistently poor and unhelpful service I have received from your call center. My recent attempts to resolve inquiries via telephone were met with unprofessionalism and a lack of assistance, making it difficult to manage my account effectively. As a result, I no longer wish to maintain a financial agreement with your institution.

Please provide a formal payoff statement, including all principal, interest, and any applicable fees, valid through [Date]. Please also specify the preferred method of payment (e.g., wire transfer, cashier's check) to ensure the account is closed immediately upon receipt of funds.

Upon receipt of the full payment, I expect the following:

1. Written confirmation that the loan is paid in full and the account is closed.
2. The release and delivery of the vehicle title to my address listed above.
3. The release of any liens held against the vehicle with the Department of Motor Vehicles.

I look forward to your prompt response regarding the final payoff amount.

Sincerely,

[Your Signature]
[Your Printed Name]