

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Prior Lender Name]
[Prior Lender Address]
[City, State, Zip Code]

RE: Loan Payoff and Account Closure

Account Number: [Your Account Number]
Borrower Name: [Your Full Name]

To Whom It May Concern,

Please find enclosed a payment in the amount of \$[Total Payoff Amount] representing the full payoff for the above-referenced student loan account. This payment is being issued by [New Lender Name] as part of a student loan refinance agreement.

Upon receipt and processing of these funds, please perform the following actions:

- Apply the funds to the principal balance, accrued interest, and any applicable fees to bring the account balance to zero.
- Close the account permanently.
- Send a formal "Paid in Full" confirmation letter to my address listed above.
- Update my status with all relevant credit reporting agencies to reflect that this account has been paid in full and closed.

If there is a discrepancy in the payoff amount or if any additional information is required to finalize this transaction, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]