

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Confirmation of Loan Payoff**

Dear [Customer Name],

This letter serves as formal confirmation that your auto loan for the vehicle listed below has been paid in full.

**Account Details:**

Account Number: [Account Number]  
Vehicle Make/Model: [Year, Make, Model]  
Vehicle Identification Number (VIN): [VIN Number]  
Payoff Date: [Date of Final Payment]

We have updated our records to show a zero balance for this account. As the loan is satisfied, we have initiated the process to release our lien on the vehicle. Depending on your state's regulations, you will receive the title or a lien release document via mail within [Number of Days, e.g., 15-30] business days.

Please retain this letter for your permanent records. We suggest notifying your insurance provider that the lienholder has been removed from the policy.

Thank you for choosing [Company Name] for your vehicle financing. If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

[Representative Name]  
[Title/Department]  
[Company Name]