

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

[Date]

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

**RE: Full and Final Payoff Verification**

Account Number: [Your Account Number]  
Property Address/Collateral Description: [Description of Asset]

To Whom It May Concern,

I am writing to formally request a "Full and Final Payoff Verification" letter regarding the above-referenced account.

According to my records, a final payment in the amount of \$[Amount] was made on [Date] to settle the remaining balance of this account in full. Please provide written documentation confirming the following:

- The account balance is currently zero (\$0.00).
- The account is closed and has been paid in full.
- The date the final payment was processed.
- Confirmation that any security interest or lien held against the collateral has been released or is in the process of being released.

Please send this verification letter to my attention at the address listed above or via email at [Your Email Address] within [Number] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]