

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

[Date]

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

**RE: Payoff Verification and Account Closure Request**

**Account Number:** [Your Account Number]

To Whom It May Concern,

I am writing to formally request a verification of the final payoff and the permanent closure of the above-referenced account. According to my records, a final payment in the amount of \$[Amount] was made on [Date] to satisfy the remaining balance of this loan.

Please provide the following documentation for my records:

- A formal "Paid in Full" letter or a zero-balance statement.
- Verification that the account has been closed in your system.
- Confirmation that any liens associated with this account (if applicable) have been released or discharged.
- Documentation confirming that the credit reporting agencies have been notified that the account is paid in full and closed.

If there are any remaining overpayments or funds held in an escrow account, please issue a refund check to the address listed above within [Number] business days.

Thank you for your prompt attention to this matter. Please send the requested verification to my mailing address or via email at [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]