

[Your Name]  
[Your Address]  
[Postcode]

[Recipient Name]  
[Lender's Name]  
[Lender's Address]  
[Lenders Postcode]

Dear [Lender's Name],

I am writing to inform you of my intention to pay off my loan [Loan Account Number] before the scheduled term ends. To facilitate this process, I kindly request an early settlement figure. I would also like confirmation of the current rate of interest or APR on my loan.

Please provide me with the total amount required to clear the loan in full. This should include any outstanding principal, accrued interest, and any applicable fees. Additionally, I would appreciate it if you could provide me with this information promptly.

I understand that once I receive the early settlement figure, I will have 28 days to make the payment in full. Your assistance in expediting this request would be greatly appreciated.

Thank you for your attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Sincerely,

[Your Name]