

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

To: [Lender Name/Servicer Name]
Attn: Payoff Department / Legal Department
[Lender Address]
[City, State, Zip Code]

RE: FORMAL PAYOFF DEMAND AND REQUEST FOR STATEMENT

Borrower(s): [Borrower Name(s)]
Property Address: [Full Property Address]
Loan Number: [Loan Number]
Foreclosure Reference Number: [Case/Reference Number, if applicable]

To Whom It May Concern:

This law firm represents [Name of Client/Borrower] regarding the above-referenced loan and property. Please consider this letter a formal demand for a verified payoff statement pursuant to [Insert Applicable State Statute, e.g., Section 123 of the State Civil Code] and the terms of the Deed of Trust/Mortgage.

We request a written payoff statement valid through [Date], providing a complete itemization of the following:

- Principal balance currently outstanding;
- Accrued interest and the daily per diem rate;
- Escrow advances (taxes and insurance);
- Detailed breakdown of late fees and penalties;
- Detailed breakdown of attorney fees, costs, and foreclosure expenses;
- Any other fees or credits currently applied to the account.

Please ensure this statement includes wiring instructions for the delivery of funds. We expect to receive this information within [Number] business days as required by law. Failure to provide a timely and accurate payoff statement may result in further legal action to protect our client's interests and may impact your ability to recover certain fees.

Please direct all correspondence regarding this matter to our office at the address listed below.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]

[Phone Number]
[Email Address]