

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender or Servicer Name]
[Foreclosure Department/Payoff Department]
[Lender Address]

RE: Request for Payoff Demand Statement

Loan Number: [Your Loan Number]
Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to formally request a Payoff Demand Statement for the above-referenced mortgage loan currently in foreclosure.

Please provide a detailed statement that includes the following information:

- The total principal balance remaining.
- Accrued interest through the payoff date.
- A breakdown of all late fees, foreclosure costs, and legal fees.
- The daily interest rate (per diem).
- Detailed instructions for submitting the payment via wire transfer or certified funds.

Please calculate the payoff amount through [Date you intend to pay].

I request that this document be sent to me via [Email/Fax/Mail] at [Insert Email Address, Fax Number, or Mailing Address] by [Date - usually 5-7 days from request].

If you have any questions, please contact me directly at [Your Phone Number]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]