

Date: [Insert Date]

To: [Lender/Service Name]

Attn: Payoff Department / Foreclosure Department

Address: [Lender Address]

City, State, Zip: [City, State, Zip]

RE: EXPEDITED PAYOFF STATEMENT REQUEST

Borrower Name: [Borrower Name]

Property Address: [Full Property Address]

Loan Number: [Loan Number]

Foreclosure Sale Date (if known): [Insert Date]

To Whom It May Concern,

I am writing to formally request an expedited payoff statement for the above-referenced loan account. This request is being made in connection with an active foreclosure proceeding and/or a pending sale of the property. I require a formal statement of the total amount necessary to satisfy the mortgage in full.

Please provide a payoff statement that is valid through [Insert End Date] and includes the following details:

- Principal balance
- Accrued interest and daily interest rate (per diem)
- Late fees and penalties
- Foreclosure legal fees and costs
- Escrow shortages or advances
- Outstanding property taxes or insurance paid by the lender
- Wiring instructions for the final payment

Under the terms of the Real Estate Settlement Procedures Act (RESPA) and applicable state laws, please provide this statement as soon as possible. Given the pending foreclosure status, time is of the essence.

Please send the payoff statement via email to [Insert Email Address] or via fax to [Insert Fax Number].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]