

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

[Date]

[Lender/Service Name]
[Payoff Department Address]
[City, State, Zip Code]

RE: PAYOFF STATEMENT REQUEST

Borrower(s) Name: [Full Name on Account]
Loan Number: [Your Loan Number]
Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to formally request an official payoff statement for the above-referenced mortgage account. I am currently in the process of resolving the delinquency on this account and require an accurate total of the amount needed to satisfy the loan in full.

Please provide a formal payoff letter that includes the following information:

- The total principal balance.
- Accrued interest to the date of the payoff.
- Itemized list of all late fees, legal fees, and foreclosure-related costs.
- The daily interest rate (per diem).
- Information on any escrow balance or credits.
- Instructions for submitting payment via wire transfer or certified funds.

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

Please deliver this statement via [Fax/Email/Mail] to [Your Fax Number, Email, or Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]