

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Mortgage Servicer Name]
[Payoff Department Address]
[City, State, Zip Code]

RE: PAYOFF DEMAND STATEMENT

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

To Whom It May Concern,

I am writing to formally request a verified Payoff Demand Statement for the above-referenced mortgage loan currently in foreclosure. Please provide the total amount required to satisfy the mortgage lien in full through [Date of Intended Payment].

Please ensure the statement includes a detailed itemization of the following:

- Principal Balance
- Accrued Interest (including daily per diem rate)
- Late Charges and Penalties
- Escrow Advances (Taxes and Insurance)
- Corporate Advances
- Foreclosure Attorney Fees and Legal Costs
- Property Inspection and Preservation Fees
- Recording and Release Fees
- Any other outstanding fees or credits

Additionally, please provide specific wiring instructions or the designated mailing address for the delivery of certified funds.

We anticipate receiving this statement no later than [Number of Days] business days from the date of this request to ensure a timely closing/settlement. If you require a signed authorization from the borrower, one is attached to this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Relationship to Borrower]