

Date: [Date]

To: [Lender/Service Name]

Address: [Lender Address]

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

Re: Third-Party Authorization and Payoff Request

Borrower Name: [Full Name of Borrower]

Property Address: [Full Property Address]

Loan Number: [Loan Number]

To Whom It May Concern,

I/We, [Borrower Name(s)], am/are the borrower(s) for the above-referenced loan. I/We hereby authorize [Name of Authorized Third Party/Company] to act on my/our behalf regarding the payoff and reinstatement of the aforementioned mortgage loan.

This authorization includes, but is not limited to, the following:

- Requesting and receiving a formal Payoff Statement.
- Requesting and receiving a Reinstatement Quote.
- Discussing account details, foreclosure status, and any outstanding fees or costs.
- Obtaining any necessary documents required to facilitate the closing or settlement of this loan.

Please provide a formal payoff statement valid through [Date] to [Authorized Third Party Name] via email at [Email Address] or via fax at [Fax Number].

This authorization shall remain in effect until the loan is paid in full or until revoked by me/us in writing. A photocopy or digital copy of this authorization shall be as valid as the original.

Sincerely,

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[Borrower Signature]

SSN (Last 4): [Last 4 Digits of SSN]

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[Co-Borrower Signature - If Applicable]

SSN (Last 4): [Last 4 Digits of SSN]