**DATE:** [Insert Date]

**TO:** [Lender Name / Trustee Name]
**ATTN:** Payoff Department / Foreclosure Department
**ADDRESS:** [Lender Street Address]
**CITY/STATE/ZIP:** [City, State, Zip Code]
**FAX/EMAIL:** [Fax Number or Email Address]

**RE: PAYOFF REQUEST FOR FORECLOSURE PROCEEDINGS**

**Borrower Name:** [Borrower Full Name]
**Property Address:** [Full Property Address]
**Loan Number:** [Loan Number]
**Foreclosure/File Number:** [Foreclosure Reference Number, if applicable]

To Whom It May Concern,

[Title Company Name] is preparing for a real estate closing involving the property mentioned above. We request a formal payoff statement for the referenced loan, inclusive of all principal, interest, late fees, and foreclosure-related legal costs.

Please provide the payoff figures based on the following dates:

- **Anticipated Closing Date:** [Date]
- **Good Through Date:** [Date]
- **Daily Per Diem Amount:** $[Amount]

The payoff statement should include:

- Itemized breakdown of principal, interest, and escrow balances.
- Itemized legal fees, trustee fees, and publication costs.
- Wire transfer instructions or certified mail payment instructions.
- Recording fees for the satisfaction/release of mortgage.

Attached is the signed authorization from the borrower(s) allowing the release of this information to our firm. Please deliver the statement via email to [Email Address] or via fax to [Fax Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Title]
[Title Company Name]
[Phone Number]

**Enclosure:** Borrower's Authorization to Release Information