

Date: [Insert Date]

To: [Lender/Service Name]

Attn: Payoff Department

Address: [Insert Address]

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

RE: UPDATED PAYOFF DEMAND REQUEST

Borrower Name: [Insert Borrower Name]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

Foreclosure Reference Number: [Insert Reference Number, if applicable]

To Whom It May Concern,

I am writing to formally request an **updated** payoff statement for the above-referenced loan currently in foreclosure. We previously received a statement dated [Insert Date of Previous Statement], but require a current figure to facilitate the final settlement of this debt.

Please provide a comprehensive payoff statement that includes the following information through [Insert Good-Through Date]:

- The exact principal balance.
- Accrued interest.
- Late fees and penalties.
- Detailed foreclosure legal fees and trustee costs.
- Escrow advances or shortages.
- Daily interest rate (per diem).
- Wiring instructions and physical mailing address for certified funds.

Please deliver this updated statement via [Email/Fax] to [Insert Email Address or Fax Number] no later than [Insert Deadline Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Relationship to Loan, e.g., Borrower or Authorized Agent]