

**DATE:** [Current Date]

**TO:** [Trustee Name/Lender Name]

**ATTN:** Payoff Department

**ADDRESS:** [Trustee Address]

**EMAIL/FAX:** [Trustee Contact Info]

**RE: NOTICE OF TRUSTEE SALE PAYOFF DEMAND**

**Borrower(s):** [Borrower Names]

**Property Address:** [Full Property Address]

**Loan Number:** [Loan Number]

**Trustee Sale No:** [TS Number]

**Sale Date:** [Scheduled Sale Date]

To Whom It May Concern:

I am writing to formally request a verified payoff statement regarding the above-referenced loan and the pending Trustee Sale.

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

- The total principal balance.
- Accrued interest through [Date].
- A breakdown of all late fees, legal fees, and trustee costs.
- A daily interest rate (per diem).
- Instructions for wire transfer or certified funds.

As a Notice of Trustee Sale has been recorded, please provide this statement no later than [Date/Time] to allow for the timely reinstatement or payoff of the debt prior to the scheduled sale date.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]