

[Date]

[Borrower Name]  
[Mailing Address]  
[City, State, Zip Code]

**RE: Expedited Payoff Statement Request for Loan Number: [Loan Number]**

Dear [Borrower Name],

We have received your request for an expedited payoff statement regarding the mortgage loan referenced above. Please find the requested information detailed below.

**Payoff Details:**

- **Good Through Date:** [Date]
- **Principal Balance:** \$[Amount]
- **Interest Due:** \$[Amount]
- **Escrow Balance (Credit/Debit):** \$[Amount]
- **Fees/Late Charges:** \$[Amount]
- **Statement Fee:** \$[Amount]
- **Total Amount Required to Pay in Full:** \$[Amount]

**Daily Interest Rate:** \$[Amount] per day (to be added if payment is received after the "Good Through Date").

**Payment Instructions:**

To ensure timely processing, please send funds via Wire Transfer or Certified Check using the following instructions:

[Bank Name]  
[Routing Number]  
[Account Number]  
[Reference: Loan Number and Borrower Name]

Please note that this payoff amount is subject to final verification upon receipt of funds. Any overage will be refunded to the address on file within [Number] business days.

If you have any questions, please contact our Customer Service Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Representative]  
[Title]  
[Company Name]