

[Company Name]  
[Department Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]

[Date]

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

**RE: Mortgage Payoff Statement Request**

Loan Number: [Account Number]  
Property Address: [Property Address]

Dear [Borrower Name],

We have received your request for a payoff statement regarding the mortgage account referenced above for the purpose of refinancing. Please find the requested information below.

**Payoff Figures:**

- Principal Balance: \$[0.00]
- Interest (Calculated through [Date]): \$[0.00]
- Escrow (Advances/Shortage): \$[0.00]
- Fees/Late Charges: \$[0.00]
- Release/Recording Fees: \$[0.00]
- **Total Payoff Amount: \$[0.00]**

**Important Information:**

- This payoff amount is valid through: [Expiration Date]
- Daily Interest Rate (Per Diem): \$[0.00]
- Funds must be sent via Wire Transfer or Certified Check.

**Payment Instructions:**

Please send payoff funds to the following address/account:

Bank Name: [Bank Name]  
ABA/Routing Number: [Routing Number]  
Account Number: [Account Number]  
Reference: Payoff for Loan #[Account Number]

Once the full payoff amount is received and processed, the lien on the property will be released in accordance with state regulations. Any remaining funds in your escrow account will be refunded to you within [Number] business days.

If you have any questions, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Sender Name/Signature]

[Title]

[Company Name]