

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

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

**RE: Mortgage Payoff Statement**

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

Dear [Borrower Name],

In response to your request dated [Request Date], we are providing the payoff statement for the above-referenced mortgage account. The figures below represent the total amount required to pay your loan in full as of [Payoff Date].

**Payoff Summary:**

- Principal Balance: \$[Amount]
- Interest Due: \$[Amount]
- Escrow (Tax/Insurance) Balance: \$[Amount]
- Late Fees/Other Charges: \$[Amount]
- Statement Fee: \$[Amount]
- **Total Payoff Amount: \$[Total Amount]**

Please note that the daily interest accrual is \$[Daily Interest Amount]. If payment is received after [Payoff Date], please add the daily interest amount for each additional day until the payment is received.

**Payment Instructions:**

Funds must be sent via Wire Transfer or Certified Check. Please include your loan number on all correspondence.

**Wire Instructions:**

Bank Name: [Bank Name]  
Routing Number: [Routing Number]  
Account Number: [Account Number]

This payoff statement is valid through [Expiration Date]. If payment is not received by this date, a new quote must be requested.

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

Sincerely,

[Name/Signature]

[Title]

[Company Name]