

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

[Date]

[Requesting Party Name]
[Requesting Company Name]
[Address]
[City, State, Zip Code]

RE: Mortgage Payoff Statement Request

Borrower Name: [Borrower Full Name]
Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Contact Person Name],

In response to your request dated [Date of Request], please find the payoff information for the mortgage account referenced above.

Payoff Summary:

- **Principal Balance:** \$[Amount]
- **Interest Due:** \$[Amount] (Calculated through [Date])
- **Escrow/Impound (Credit/Debit):** \$[Amount]
- **Statement/Payoff Fees:** \$[Amount]
- **Late Charges/Other Fees:** \$[Amount]
- **Total Amount to Pay in Full:** \$[Total Amount]

Validity Period:

This payoff amount is valid through [Expiration Date]. A daily interest accrual of \$[Daily Amount] will apply for each day after the calculated date.

Payment Instructions:

Please make funds payable to [Payee Name]. Payment must be sent via wire transfer or certified funds to the following address:

[Wiring/Mailing Instructions]

Please note that this statement is subject to final audit. If you have any questions, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]