

[Date]

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

Re: Loan Number: [Loan Number]

Dear [Borrower Name],

This letter is in response to your request for an updated payoff statement regarding the mortgage loan referenced above.

The updated total amount required to pay your loan in full as of [Payoff Date] is: **\$(Total Payoff Amount)**.

The breakdown of this amount is as follows:

- Principal Balance:  $$(Amount)$
- Interest (from [Date] to [Date]):  $$(Amount)$
- Escrow Advance/Deficit:  $$(Amount)$
- Unpaid Fees/Late Charges:  $$(Amount)$
- Statement/Recording Fees:  $$(Amount)$
- **Total Payoff Amount:  $$(Amount)$**

Please note that a per diem interest rate of  $$(Amount)$  will be added for each day payment is received after [Payoff Date]. This payoff quote is valid through [Expiration Date].

Payment Instructions:

Please remit funds via wire transfer or certified check to:

[Bank Name]  
[ABA/Routing Number]  
[Account Number]  
[Mailing Address for Checks]

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

Sincerely,

[Name of Representative]  
[Department Name]  
[Company Name]