

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Lender Name]  
[Payoff Department Address]  
[City, State, Zip Code]

**RE: Mortgage Payoff Request**

Account Number: [Your Loan Account Number]  
Property Address: [Address of the Mortgaged Property]

Dear Customer Service Department,

I am writing to formally request an official payoff statement for the mortgage account mentioned above. I am planning to pay off the remaining balance of this loan in full.

Please provide a formal letter that includes the following information:

- The total payoff amount, including principal, interest, and any fees.
- The daily interest accrual rate (per diem).
- The date through which the payoff amount is valid.
- Wiring instructions or the mailing address for the final payment.
- Any release fees or recording fees required to clear the title.

Please provide this statement as of [Target Date for Payoff].

You may send the verification to me via [Email/Fax/Mail] at [Your Email Address or Fax Number].

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]