

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

[Date]

[Lender Name]
[Lender Loan Servicing Department]
[Lender Address]
[Lender City, State, Zip Code]

RE: Request for Payoff Statement

Loan Number: [Your Loan Number]
Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to formally request a payoff statement for the above-referenced Adjustable Rate Mortgage (ARM) loan. I intend to pay this loan in full on [Anticipated Payoff Date].

Please provide a statement that includes the following information:

- The total principal balance remaining.
- Calculated interest through the payoff date.
- The daily interest accrual rate (per diem).
- Any applicable statement fees or discharge fees.
- Detailed wiring instructions or the specific mailing address for payoff checks.

Please send this statement via [Fax/Email/Mail] to [Fax Number, Email Address, or Mailing Address] no later than [Date Needed].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]