

Date: [Current Date]

To:

[Lender/Servicer Name]

[Payoff Department Address]

[City, State, Zip Code]

RE: Request for FHA Mortgage Payoff Statement

Borrower Name(s): [Your Full Name(s)]

Property Address: [Full Property Address]

Loan Number: [Your FHA Loan Number]

Dear Customer Service Department,

I am writing to formally request an official payoff statement for the FHA-insured mortgage referenced above.

Please provide a statement that includes the following information:

- The total principal balance.
- Accrued interest through the anticipated payoff date of [Date].
- FHA mortgage insurance premium (MIP) adjustments.
- Any outstanding fees, escrow balances, or per diem interest rates.
- Wiring instructions or the physical address for delivery of certified funds.

Please send this statement via [Fax/Email/Mail] to:

[Your Fax Number, Email Address, or Mailing Address]

If there are any specific forms required to authorize the release of this information to a third party (such as a title company), please let me know immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]