

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

**[Date]**

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

**RE: Mortgage Payoff Statement Request**  
**Account Number:** [Your Loan Number]  
**Property Address:** [Address of the Property]

To Whom It May Concern,

I am writing to formally request a payoff statement for the fixed-rate mortgage account referenced above. I am planning to pay off the remaining balance of this loan in full.

Please provide a formal payoff statement that includes the following information:

- The total payoff amount, including principal, interest, and any applicable fees.
- A daily interest accrual rate (per diem).
- A "good through" date for the calculated payoff amount (requested date: [Insert Date]).
- Detailed instructions for submitting the payment via wire transfer and/or certified check.
- Information regarding any remaining funds in my escrow account and how they will be refunded.

Please send the payoff statement via [email/fax/mail] to the following destination: [Insert Email Address or Fax Number].

If you have any questions or require further authorization, please contact me directly at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]