

Date: [Insert Date]

To: [Mortgage Servicer Name]

Attention: Payoff Department

Loan Number: [Insert Loan Number]

Subject: Request for Mortgage Payoff Wire Transfer Instructions

To Whom It May Concern,

I am writing to formally request the payoff amount and wire transfer instructions for the mortgage account referenced above. I intend to pay off the remaining balance of this loan in full on [Insert Anticipated Payoff Date].

Please provide a formal Payoff Statement that includes the following information:

- The total principal balance, accrued interest, and any applicable fees.
- A per diem interest rate for daily calculations.
- The name of the receiving bank and the bank's ABA/Routing number.
- The recipient account name and account number.
- Specific reference information (such as Loan Number) to be included in the wire comments.
- The expiration date of the payoff quote.

Please send the requested information via [Email/Fax/Mail] to the following address:

[Insert Your Name/Company Name]

[Insert Email Address or Fax Number]

[Insert Phone Number]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Property Address]