

Date: [Insert Date]

To: [Lender Name]

Payoff Department Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

RE: PAYOFF STATEMENT REQUEST

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

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear Customer Service Department,

I am writing to formally request a payoff statement for the residential mortgage account referenced above.

Please provide a formal payoff demand letter that includes the following information:

- The total principal balance remaining.
- Interest calculated through [Insert Desired Payoff Date].
- A daily interest rate (per diem).
- Any applicable prepayment penalties or late fees.
- Escrow balances or credits.
- The specific wiring instructions or mailing address for the final payment.

Please deliver this statement by [Insert Deadline Date] via [Email/Fax/Mail] to the following destination:

Attention: [Insert Recipient Name]

Email: [Insert Email Address]

Fax: [Insert Fax Number]

Thank you for your prompt attention to this matter. If you require additional authorization, please contact me immediately at [Insert Phone Number].

Sincerely,

[Signature]

[Printed Name]