

**Date:** [Current Date]  
**Loan Number:** [Loan Account Number]  
**Property Address:** [Full Property Address]

**To:** [Mortgage Servicer Name]  
[Servicer Address]  
[City, State, Zip Code]

## **Subject: Mortgage Payoff Statement Request**

Dear Customer Service Department,

I am writing to request an official payoff statement for the mortgage account referenced above.

Please provide a statement that includes the following information:

- The total payoff amount, including principal balance, interest, and any fees.
- A daily interest reflection (per diem).
- The expiration date of the payoff quote.
- Wiring instructions and the mailing address for physical check delivery.

Please calculate the payoff through the date of: [**Target Payoff Date**].

You may send the statement via:

- **Email:** [Your Email Address]
- **Fax:** [Your Fax Number, if applicable]
- **Mail:** [Your Mailing Address]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]