

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Payoff Statement Request and Authorization

Account Number: [Loan Account Number]

Property Address: [Property Address, if applicable]

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

To Whom It May Concern,

I/We, the undersigned borrower(s), hereby authorize [Name of Third Party/Company] to request and receive a formal payoff statement for the above-referenced account.

Please provide a payoff quote calculated through [Date of Expected Payment]. This statement should include all principal, interest, and any applicable fees or credits. Please deliver the statement to the authorized party via the following method:

[Name of Third Party]

[Attention: Name of Contact Person]

[Email Address and/or Fax Number]

This authorization shall remain in effect until the payoff is completed or until I provide written notice of revocation. A photocopy or electronic copy of this authorization shall be deemed as valid as the original.

Thank you for your prompt assistance.

Sincerely,

[Borrower Signature]

[Print Name]

[Last 4 digits of SSN]

[Co-Borrower Signature, if applicable]

[Print Name]