

Date: [Insert Date]

To: [Lender Name / Mortgage Servicer]

Attn: Payoff Department

Address: [Lender Address]

City, State, Zip: [Lender City, State, Zip]

RE: Notice of Intent to Payoff Loan

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Deceased Borrower: [Insert Name of Deceased]

To Whom It May Concern,

I am writing to formally notify you that I am a legal heir to the estate of the aforementioned borrower. I am currently in the process of settling the estate and intend to pay off the outstanding balance of the mortgage loan associated with the property listed above.

Please provide an official Payoff Statement for the account as of [Insert Date]. Please include any per diem interest rates, late fees, or administrative costs necessary for a full release of the lien.

Attached to this letter, please find the following supporting documentation:

- Copy of the Death Certificate
- Letters of Administration / Small Estate Affidavit (Proving Heirship/Executor status)
- Copy of my government-issued photo ID

I intend to complete the payoff via [Refinance / Sale of Property / Personal Funds] on or before [Insert Target Date].

Please send the payoff statement to me via [Email/Fax/Mail] at the contact information provided below. If you require further documentation to recognize me as a successor in interest, please notify me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

Mailing Address: [Your Address]

Phone Number: [Your Phone Number]

Email: [Your Email Address]