

Date: [Current Date]

To: [Current Mortgage Lender Name]

Attn: Payoff Department

Address: [Lender Address]

Fax/Email: [Lender Fax or Email]

RE: PAYOFF REQUEST FOR REFINANCE TRANSACTION

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

Loan Number: [Current Loan Number]

Property Address: [Property Address, City, State, Zip]

To Whom It May Concern,

Please provide a formal payoff statement for the above-referenced mortgage loan in connection with a refinance transaction. We request the payoff figure to be calculated through [Anticipated Closing Date].

Please include the following information in the statement:

- Principal balance
- Interest calculated to the payoff date
- Daily interest rate (per diem)
- Statement of any escrow/impound account balances
- Any applicable fees (prepayment penalties, discharge fees, or recording fees)
- Wiring instructions for the delivery of funds

Please deliver the payoff statement via [Fax/Email] to [Title Company or New Lender Name] at [Fax Number or Email Address].

Authorization:

I/We hereby authorize you to release the requested payoff information to [Title Company/New Lender Name].

[Borrower Signature]

[Co-Borrower Signature]