

## **REVERSE MORTGAGE PAYOFF REQUEST**

Date: [Insert Date]  
To: [Lender Name]  
Attn: Payoff Department  
Fax/Email: [Lender Fax Number or Email Address]

### **RE: Payoff Statement Request**

Borrower Name(s): [Insert Borrower Name(s)]  
Property Address: [Insert Full Property Address]  
Loan Number: [Insert Loan Number]  
Estimated Closing Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a payoff statement for the above-referenced reverse mortgage account. Please provide a detailed statement that includes the following information:

- The total principal balance.
- Accrued interest.
- Mortgage Insurance Premiums (MIP).
- Service fees and any other applicable charges.
- A daily interest per diem rate.
- Wiring instructions or the mailing address for payment delivery.

Please calculate the payoff figures through [Insert Date].

Kindly send the completed payoff statement to:

Name: [Insert Your Name/Title Company Name]  
Email: [Insert Email Address]  
Fax: [Insert Fax Number]

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]  
[Printed Name]  
[Phone Number]