

[Your Name/Company Name]

[Return Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Lender/Service Name]

[Payoff Department]

[Lender Address]

[City, State, Zip Code]

RE: Request for Updated Reverse Mortgage Payoff Statement

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

Loan Number: [Loan Number]

Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to formally request an updated payoff statement for the above-referenced reverse mortgage account. The previous statement provided on [Date of Previous Statement] is nearing its expiration or requires adjustment due to [Reason: e.g., closing date change/final interest calculation].

Please provide a comprehensive payoff letter that includes the following:

- Current principal balance
- Accrued interest and Mortgage Insurance Premiums (MIP)
- Any outstanding service fees or late charges
- Daily interest per diem rate
- A final total amount required to satisfy the loan in full through [Target Payoff Date]
- Wiring instructions and physical mailing address for certified funds

Please deliver this updated statement via [Email Address or Fax Number] no later than [Required Date].

If you have any questions regarding this request, please contact me directly at [Your Phone Number]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Relationship to Borrower]