

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

United States Department of Agriculture
Rural Development
[Local Office Address]
[City, State, Zip Code]

RE: Formal Loan Payoff Request

To Whom It May Concern,

I am writing to formally request a payoff statement for my USDA loan. Please provide the total amount required to pay the loan in full, including any principal, interest, and applicable fees.

Loan Information:

- Borrower Name: [Your Full Name]
- Loan Number: [Your Loan Number]
- Property Address: [Full Property Address]

Please calculate the payoff amount as of [Target Date for Payoff].

I request that you send the payoff statement via [Email/Fax/Mail] to the following destination:

[Email Address or Fax Number or Mailing Address]

If there are any specific forms or additional authorizations required to complete this request, please notify me immediately.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]