

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

[Date]

United States Department of Agriculture (USDA)
Rural Development Centralized Servicing Center
[Department Address or Fax Number]

RE: Request for Payoff Good Through Date Extension

Loan Number: [Your USDA Loan Number]

To Whom It May Concern,

I am writing to formally request an extension of the "Good Through" date for the payoff statement previously issued for the above-referenced loan. The current payoff statement is scheduled to expire on [Original Expiration Date].

Due to [Reason for delay, e.g., a delay in closing / processing times], the final payoff funds will now be delivered on or before [New Requested Date].

Please provide an updated payoff letter reflecting the new "Good Through" date and any updated interest calculations. You may send the updated statement via [Email/Fax/Mail] to [Recipient Name/Title] at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]