

Date: [Insert Date]

To:

USDA Rural Development
Customer Service Center
P.O. Box 66889
St. Louis, MO 63166

RE: Request for Payoff Statement and Lien Release Process

Borrower Name(s): [Insert Full Name of All Borrowers]

Property Address: [Insert Full Property Address]

USDA Account Number: [Insert Account Number]

Social Security Number (Last 4 digits): [Insert Last 4 Digits]

To Whom It May Concern,

I am writing to formally request a payoff statement for the mortgage loan referenced above. I am planning to pay the remaining balance in full on or about [Insert Anticipated Payoff Date].

Please provide a formal payoff letter that includes the following information:

- The exact principal balance and interest due.
- The daily interest accrual rate (per diem).
- Any applicable fees or escrow adjustments.
- Wire transfer instructions or the mailing address for the final payment.

Furthermore, once the final payment has been processed and the account is satisfied, please initiate the release of lien. I request that the recorded Satisfaction of Mortgage or Lien Release document be forwarded to [Insert Address where the release should be sent] or recorded with the [Insert County Name] County Recorder's Office as required by law.

Please send the payoff statement via [Email/Fax/Mail] to:

[Insert Name/Company]

[Insert Email Address or Fax Number]

If you have any questions, I can be reached at [Insert Phone Number]. Thank you for your prompt assistance in this matter.

Sincerely,

[Signature of Borrower 1]

[Printed Name of Borrower 1]

[Signature of Borrower 2 - if applicable]
[Printed Name of Borrower 2]