

[Date]

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

RE: REQUEST FOR PAYOFF STATEMENT

Borrower Name(s): [Full Legal Name of Borrower(s)]

Account Number: [USDA Account Number]

Property Address: [Full Property Address]

Anticipated Closing Date: [Date]

To Whom It May Concern,

I am writing on behalf of [Name of Title Company/Law Firm/Authorized Third Party] to request a formal payoff statement for the above-referenced mortgage account. We are handling the [Refinance/Sale] of this property.

Please provide a payoff figure calculated through [Date]. Please ensure the statement includes:

- Principal balance
- Interest due and daily interest rate (per diem)
- Escrow balance or deficiencies
- Any applicable fees (late fees, recording fees, or servicing fees)
- Instructions for wire transfer or certified check delivery

Attached to this request, please find a signed Authorization to Release Information executed by the borrower(s).

Please transmit the payoff statement via [Fax/Email] to [Fax Number or Email Address] no later than [Date].

Should you have any questions, please contact our office at [Phone Number].

Sincerely,

[Signature]

[Name of Requestor]

[Title]

[Company Name]