

**Date:** [Current Date]

**To:** [Lender Name]

**Attn:** Payoff Department / Short Sale Division

**Loan Number:** [Your Loan Number]

**Property Address:**

[Full Property Address]

**RE: REQUEST FOR PAYOFF STATEMENT WITH GOOD THROUGH DATE**

To Whom It May Concern,

This letter serves as a formal request for a payoff statement regarding the above-referenced loan in connection with a short sale transaction. We have received short sale approval and are preparing for the final closing.

Please provide a payoff statement that includes the following:

- The total payoff amount including all principal, interest, and fees.
- A "**Good Through**" date of: [Insert Target Closing Date].
- A daily per diem interest rate.
- Wiring instructions for the delivery of funds.

Please fax the statement to [Fax Number] or email it to [Email Address].

If you have any questions or require additional authorization, please contact [Name] at [Phone Number].

Sincerely,

[Your Name / Signature]

[Title/Role - e.g., Seller or Closing Agent]