

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Date: [Current Date]

To:

[Lender Name]

[Lender Department - e.g., Short Sale/Loss Mitigation]

[Lender Address]

[City, State, Zip Code]

RE: Short Sale Payoff Demand Request

Borrower(s): [Borrower Names]

Loan Number: [Loan Number]

Property Address: [Full Property Address]

Dear [Contact Person or Department],

I am writing to formally request a Short Sale Payoff Demand Statement for the above-referenced loan. The property listed above is currently under contract for a short sale, which has been previously approved/is under review by your department.

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

- The discounted principal balance accepted for the short sale.
- The specific "Good Through" date for the payoff amount.
- Daily interest accrual (per diem) amounts, if applicable.
- Wiring instructions and physical mailing address for certified funds.
- A statement confirming that upon receipt of the agreed-upon funds, the lien will be released and the borrower will be reported as "settled for less than full balance" (or as per the approval agreement).

The scheduled closing date for this transaction is **[Closing Date]**. We request that the payoff statement be valid through **[Date]** to account for any potential processing delays.

Please send the requested payoff demand via email to **[Email Address]** or via fax to **[Fax Number]**.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]