

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

[Date]

[Lender/Bank Name]  
[Mortgage Department Address]  
[City, State, Zip Code]

**Subject: Request for Total Outstanding Mortgage Principal and Interest Statement**

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

To Whom It May Concern,

I am writing to formally request a statement detailing the total outstanding balance of my mortgage as of [Insert Date].

Please provide a breakdown that includes the following information:

- Current unpaid principal balance
- Accrued interest to date
- Any applicable escrow balances (taxes and insurance)
- Any outstanding fees or charges
- The total payoff amount required to satisfy the loan in full

Please send this information to my mailing address listed above or via email at [Your Email Address].

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]