

**Date:** [Date]

**To:** [Lender/Lienholder Name]

**Address:** [Lender Street Address]

**City, State, Zip:** [City, State, Zip]

**Re: Payoff Authorization**

**Borrower(s):** [Borrower Name(s)]

**Loan Number:** [Account/Loan Number]

**Property Address:** [Address of Property, if applicable]

To Whom It May Concern,

I/We, the undersigned, hereby authorize and direct you to release a formal payoff statement and any related account information to my attorney and/or their authorized staff:

**Attorney Name:** [Attorney Name]

**Law Firm:** [Law Firm Name]

**Phone:** [Phone Number]

**Email/Fax:** [Email or Fax Number]

Please provide the total amount required to pay my/our loan in full through [Expected Closing Date]. Please include all principal, interest, fees, and per diem rates.

A photocopy or digital scan of this signed authorization shall be deemed as valid as the original.

Sincerely,

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[Borrower Printed Name]

SSN (Last 4 digits): [Optional]

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[Co-Borrower Printed Name (if applicable)]

SSN (Last 4 digits): [Optional]