

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Mortgage Payoff Statement Request

Account Number: [Your Loan Number]

Property Address: [Address of the Property]

To Whom It May Concern,

I am writing to formally request a payoff statement for the mortgage account referenced above.

Please provide a formal statement that includes the following information:

- The total amount required to pay off the loan in full.
- The daily interest accrual rate (per diem).
- A breakdown of any fees, penalties, or escrow credits.
- Instructions for submitting the final payment via wire transfer or check.

I request that the payoff amount be calculated through the date of: **[Target Payoff Date]**.

Please send this statement to me via [Email/Fax/Mail] at your earliest convenience. My contact information is listed at the top of this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]