

[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Lender/Service Name]
[Payoff Department Address]
[City, State, Zip Code]

RE: Request for Court-Ordered Mortgage Payoff Statement

Borrower Name(s): [Name of Borrowers]

Property Address: [Full Property Address]

Loan Number: [Account Number]

To Whom It May Concern,

Pursuant to the enclosed court order issued by [Name of Court] in the case of [Case Name/Caption], Case Number [Case Number], you are hereby formally requested to provide a certified payoff statement for the above-referenced mortgage account.

Please provide a payoff quote valid through [Date], including the following details:

- Principal balance
- Accrued interest
- Daily interest rate (per diem)
- Escrow balances (positive or negative)
- Any applicable fees, penalties, or legal costs
- Wiring instructions or mailing address for payment

This request is made in accordance with the court's mandate regarding the [Sale/Transfer/Refinance] of the property. Please deliver the statement via [Email/Fax/Mail] to [Contact Information] no later than [Due Date].

Attached please find a copy of the signed Court Order and a signed Authorization to Release Information.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Capacity, e.g., Attorney for Plaintiff / Executor]

Enclosures: Court Order, Authorization to Release Information