

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

[Date]

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

Re: Mortgage Payoff Request and Account Status Update

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

To Whom It May Concern,

I am writing to formally request an official payoff statement for the above-referenced mortgage account. This request is being made pursuant to a final divorce decree issued on [Date of Divorce] in the case of [Case Name/Number].

Under the terms of the decree, I have been awarded the property and am responsible for satisfying the remaining mortgage balance. Please provide a payoff statement valid through [Date] that includes all principal, interest, and any applicable fees.

Additionally, please find attached a certified copy of the Divorce Decree. I request that you:

- Update your records to reflect the change in legal responsibility for this debt.
- Provide instructions for the release of lien upon receipt of the final payoff.
- Confirm if any additional documentation (such as a Quitclaim Deed) is required to remove [Ex-Spouse's Name] from the account title.

Please send the payoff statement and any related correspondence to my address listed above or via email at [Your Email Address].

Thank you for your prompt attention to this matter. If you have any questions, I can be reached at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: Certified Copy of Divorce Decree