

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

[Date]

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

RE: Mortgage Payoff Request - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request a payoff statement for the mortgage account referenced above. This request is being made in connection with a divorce settlement and the subsequent refinancing or sale of the property located at [Property Address].

Please provide a formal payoff statement that includes the following information:

- The total amount required to pay the loan in full.
- A breakdown of the principal balance, interest, and any applicable fees.
- The daily interest accrual rate.
- Instructions for submitting the payment via wire transfer or certified check.
- The "good through" date for the specified payoff amount (please provide a 30-day window if possible).

Please send this statement to me via [Email/Fax/Mail] at your earliest convenience. If you require a signed authorization from both parties listed on the mortgage, please notify me immediately so it can be provided.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]