

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

[Date]

[Ex-Spouse's Name or Mortgage Lender Name]  
[Address]  
[City, State, Zip Code]

RE: Payoff Demand for Divorce Settlement - [Property Address]

To Whom It May Concern,

Pursuant to the Divorce Decree/Settlement Agreement entered on [Date of Decree] in the matter of [Case Name/Number], I am currently in the process of refinancing the mortgage on the property located at [Property Address].

According to the terms of the settlement, [Ex-Spouse's Name] is entitled to a buyout/equity payment in the amount of \$[Dollar Amount]. To facilitate the closing of this refinance and the removal of [Ex-Spouse's Name] from the title and current mortgage, I am requesting a formal Payoff Statement.

Please provide a written statement that includes the following:

- The exact total amount required to satisfy the settlement obligation.
- A per diem interest rate (if applicable).
- Wiring instructions or the designated mailing address for the final payment.
- An expiration date for the payoff figure provided.

Time is of the essence as the closing is scheduled for [Scheduled Closing Date]. Please provide this information by [Deadline Date].

Upon receipt of the funds, it is understood that [Ex-Spouse's Name] will execute a Quitclaim Deed or any other necessary documentation to release their interest in the property as required by the court order.

Should you have any questions, please contact me directly or contact my title company/escrow officer, [Escrow Officer Name], at [Phone/Email].

Sincerely,

[Your Signature]

[Your Printed Name]