

Date: [Insert Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

Re: Mortgage Payoff Request and Authorization

Property Address: [Insert Full Property Address]

Loan Number: [Insert Loan Number]

To Whom It May Concern,

We, [Borrower Name 1] and [Borrower Name 2], are writing to formally request a payoff statement for the above-referenced mortgage account. This request is being made pursuant to our mutual consent divorce settlement agreement.

Please provide a formal payoff statement valid through [Insert Date] that includes:

- Principal balance
- Accrued interest
- Daily interest rate
- Any applicable fees or prepayment penalties
- Instructions for wire transfer or certified funds

By signing this letter, both parties provide mutual consent and authorization for the lender to release all financial information regarding this account to [Name of Attorney/Title Company/Individual].

Please send the payoff statement to the following email address or fax number: [Insert Contact Info].

Thank you for your prompt attention to this matter.

Sincerely,

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[Borrower Name 1 Signature]

SSN (Last 4): [Optional]

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[Borrower Name 2 Signature]

SSN (Last 4): [Optional]