

Date: [Insert Date]

To: [Lender Name]

Payoff Department

Address: [Lender Address]

Loan Number: [Insert Loan Number]

Subject: Payoff Request and Notice of Quitclaim Deed Transfer

To Whom It May Concern,

I am writing to formally request a payoff statement for the above-referenced mortgage loan associated with the property located at: **[Insert Property Address]**.

Please provide a formal payoff letter valid through **[Insert Date]**. The statement should include the principal balance, interest, and any applicable fees or credits.

Additionally, please be advised that a Quitclaim Deed has been (or is being) executed regarding this property. The interest in the property is being transferred from **[Grantor Name]** to **[Grantee Name]**. This payoff is being requested in conjunction with this transfer to ensure the existing lien is satisfied in full.

Please deliver the payoff statement via:

- **Email:** [Insert Email Address]
- **Fax:** [Insert Fax Number]

Upon receipt of the total payoff funds, please ensure that the release of lien/satisfaction of mortgage is recorded in the appropriate county records and a copy is sent to the address provided below.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Mailing Address]