

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Adjusted Payoff Quote and Good Through Date

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

To Whom It May Concern,

This letter serves as a formal request for an adjusted payoff statement regarding the above-referenced mortgage loan. Due to a change in the scheduled closing date, we require an updated "Good Through" date.

Please provide a revised payoff statement reflecting the following:

- **New Good Through Date:** [Insert New Date]
- **Updated Principal Balance:** [Insert Amount]
- **Accrued Interest:** Calculated through the new date
- **Escrow Balance:** Remaining funds in tax and insurance accounts
- **Per Diem Interest Rate:** For daily calculations
- **Any Applicable Fees:** Statement or discharge fees

Please send the updated payoff letter via [Email/Fax] to [Contact Name] at [Email Address or Fax Number] no later than [Date].

Thank you for your prompt attention to this adjustment.

Sincerely,

[Your Name / Authorized Representative]

[Your Phone Number]

[Your Email Address]