

Date: [Current Date]

To: [Lender/Financial Institution Name]

Address: [Lender Address]

City, State, Zip: [City, State, Zip Code]

RE: Payoff Quote Verification

Account Number: [Your Account Number]

Property/Collateral Address: [Address, if applicable]

To Whom It May Concern,

I am writing to formally request a payoff statement for the above-referenced account. Please provide a "Good Through Date" verification to ensure the final payment amount is accurate for a complete account closure.

Please include the following information in the statement:

- The total principal balance.
- Accrued interest calculated through: [Target Payoff Date].
- A breakdown of any daily interest charges (per diem).
- Any applicable statement fees, late charges, or prepayment penalties.
- Wiring instructions or the preferred mailing address for the final payment.

I intend to remit the full payoff amount on or before [Target Payoff Date]. Please confirm if there are any specific requirements to ensure the immediate release of any liens or security interests upon receipt of these funds.

Please send this documentation via [Email/Fax/Mail] to: [Your Email or Address].

Thank you for your prompt assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]