

Date: [Current Date]

Lender Name: [Mortgage Company Name]

Lender Address: [Street Address, City, State, Zip Code]

RE: Mortgage Payoff Statement

Borrower(s): [Full Names of All Borrowers]

Loan Number: [Account Number]

Property Address: [Full Property Address]

Dear Customer Service Department,

Please provide a formal payoff statement for the mortgage account referenced above. This statement must include the total amount required to pay the loan in full, including all principal, interest, and applicable fees.

Please ensure the statement includes a **"Good Through Date"** of: [Enter Final Date, e.g., December 31, 2023].

Additionally, please provide the following details within the statement:

- The daily interest accrual (per diem) amount.
- Wiring instructions for the payoff funds.
- The mailing address for payments via certified check.
- Any credits for held escrow funds (if applicable).

Please send this document via [Fax/Email/Mail] to: [Insert Fax Number, Email Address, or Mailing Address].

Thank you for your prompt attention to this request.

Sincerely,

[Signature]

[Printed Name]

[Phone Number]