

Date: [Current Date]

To: [Lender Name]

Payoff Department

Address: [Lender Address]

RE: Update to Payoff Quote / Extension of Good Through Date

Borrower Name: [Borrower Name]

Loan Number: [Loan Number]

Property Address: [Property Address]

To Whom It May Concern,

We are currently in the process of refinancing the above-referenced loan. The initial payoff statement provided has expired or is set to expire shortly.

Please provide an updated payoff statement with a new **Good Through Date** of [New Expiration Date].

The updated statement should include:

- Current principal balance
- Accrued interest through the new date
- Daily interest rate (per diem)
- Any applicable fees (statement fees, recording fees, etc.)
- Wiring instructions or mailing address for payment

Please send the updated payoff letter via [Email/Fax] to [Refinance Officer Name] at [Email Address or Fax Number].

Thank you for your prompt attention to this request.

Sincerely,

[Borrower Signature]

[Borrower Printed Name]

[Phone Number]