

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Partial Mortgage Payoff Authorization

Loan Account Number: [Your Loan Number]
Property Address: [Property Address]

To Whom It May Concern,

I am writing to authorize and request a partial payoff of my mortgage loan for the account mentioned above.

I wish to make a principal-only payment in the amount of \$[Amount]. Please apply this entire payment directly to the outstanding principal balance of the loan. This payment is not intended to be applied as a regular monthly installment or toward any interest, escrow, or fees unless specifically required by my loan agreement for a partial payoff.

Please provide written confirmation once this payment has been processed, including an updated statement showing the new remaining principal balance.

If there are specific forms required or if this action results in a re-amortization (recasting) of my loan, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]