

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: Partial Payoff Request

Account Number: [Your Loan Account Number]

Property Address: [Address of the Mortgaged Property]

Dear Loan Servicing Department,

Please find enclosed a payment in the amount of \$[Dollar Amount] to be applied as a partial payoff toward the principal balance of the above-referenced mortgage loan.

I request that these funds be applied specifically to the **unpaid principal balance (UPB)** of the loan. This payment is not intended to be applied as a regular monthly installment or to be held in an unapplied funds/suspense account.

Following the application of this payment, please provide me with an updated statement or written confirmation showing:

- The new remaining principal balance.
- The confirmation that the payment was applied to principal.
- [Optional] Whether this payment will result in a re-amortization (re-casting) of the remaining balance to lower future monthly payments.

If there are specific forms or additional requirements needed to process this partial payoff, please contact me immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Your Printed Name]