

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

[Date]

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

**RE: Request for Partial Payoff Quote / Principal Reduction Statement**

**Loan Number:** [Your Mortgage Loan Number]

**Property Address:** [Address of the Mortgaged Property]

Dear Customer Service Department,

I am writing to request a formal partial payoff statement for the mortgage loan mentioned above. I intend to make a lump-sum principal payment in the amount of \$[Dollar Amount] on or around [Target Date].

Please provide a written statement that includes the following information:

- Confirmation of the current outstanding principal balance.
- Instructions for submitting a large principal-only payment.
- The projected new principal balance following the application of this payment.
- Any administrative fees associated with processing a partial payoff.

Additionally, please clarify if this payment will automatically trigger a "recast" of the monthly amortization schedule or if the monthly payment amount will remain the same with a shortened loan term.

Please send this information to my attention via [Email or Mail] at the contact information listed above. Thank you for your assistance with this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]