

Date: [Insert Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Request to Apply Escrow Balance to Loan Payoff

Account Number: [Insert Loan Number]

Property Address: [Insert Property Address]

To Whom It May Concern,

I am writing to formally request a payoff statement for the above-referenced mortgage loan. I intend to pay this loan in full on [Insert Estimated Payoff Date].

Please apply the total remaining balance of my escrow account (including funds for taxes and insurance) directly toward the principal balance or the final payoff amount. I understand that by applying these funds to the payoff, I am responsible for any future tax or insurance payments due after the closing date.

Please provide a payoff statement that reflects the deduction of the escrow balance from the total amount due. You may send the statement to:

[Your Name]

[Your Mailing Address]

[Your Email Address]

[Your Phone Number]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]