

Date: [Current Date]

To: [Lender/Servicer Name]

Address: [Lender Address]

City, State, Zip: [Lender City, State, Zip]

RE: Formal Payoff Statement Request

Account Number: [Your Loan Number]

Property Address: [Full Property Address]

Borrower(s) Name: [Full Name of All Borrowers]

To Whom It May Concern,

I am writing to formally request an official payoff statement for the above-referenced mortgage account. I intend to pay this loan in full on the date specified below.

Please provide a statement that includes the following information:

- The total payoff amount, including principal balance and all interest.
- A detailed breakdown of any fees, escrow balances, or late charges.
- The daily interest accrual rate (per diem).
- The anticipated date of payoff: **[Date of Expected Payment]**.
- Instructions for submitting payment via wire transfer or certified check.

Please deliver this statement via [Fax/Email/Mail] to the following address:

[Name/Company]

[Email Address or Fax Number]

[Mailing Address]

Thank you for your prompt attention to this matter. If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]