

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

[Date]

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

RE: Mortgage Payoff Quote Request

Account Number: [Your Loan Number]

Property Address: [Address of the Property]

To Whom It May Concern,

I am writing to formally request a payoff statement for the mortgage account mentioned above.

Please provide a statement that includes the total amount required to pay off the loan in full, including the principal balance, interest, and any applicable fees or credits. I would like the payoff quote to be calculated through the date of: **[Date you plan to pay]**.

Please include instructions for the final payment, such as the wiring address or the mailing address for a certified check.

You may send the payoff statement via:

- Email: [Your Email Address]
- Fax: [Your Fax Number, if applicable]
- Mail: [Your Mailing Address]

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

Sincerely,

[Your Signature]

[Your Printed Name]