

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

[Date]

[Junior Lienholder Name]  
[Lienholder Address]  
[City, State, Zip Code]

**RE: Payoff Demand Statement Request**

Account/Loan Number: [Your Loan Number]  
Property Address: [Full Property Address]  
Borrower(s): [Full Name of Borrower(s)]

To Whom It May Concern,

Please provide a formal payoff demand statement for the junior encumbrance/lien referenced above. We are currently in the process of [refinancing/selling] the property, and we require the total amount necessary to satisfy the debt in full.

Please include the following information in the statement:

- Principal balance
- Accrued interest
- Daily interest rate (per diem)
- Any applicable late fees or penalties
- Recording fees or release fees
- Good-through date
- Wiring instructions or mailing address for payment

Please deliver the payoff statement via [Fax/Email] to [Fax Number or Email Address] no later than [Date].

Authorization from the borrower is attached to this request.

Sincerely,

[Your Signature]

[Your Printed Name]