

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

[Date]

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

RE: Payoff Statement Request

Account Number: [Your Second Mortgage Account Number]

Property Address: [Address of the Mortgaged Property]

To Whom It May Concern,

I am writing to formally request an official payoff statement for the above-referenced second mortgage account. I intend to pay the balance in full on [Planned Payoff Date].

Please ensure the statement includes the following information:

- The exact principal balance.
- Total interest due through the payoff date.
- Any applicable fees (statement fees, recording fees, or prepayment penalties).
- Daily interest accrual rate (per diem).
- Wiring instructions and/or the mailing address for the final payment.

Please provide this statement to me via [Email/Fax/Mail] no later than [Date]. My contact information is listed at the top of this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]