

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: PAYOFF DEMAND REQUEST

Borrower(s): [Borrower Names]

Loan Number: [Account Number]

Property Address: [Full Property Address]

Estimated Closing Date: [Date]

To Whom It May Concern,

Please provide a formal Payoff Demand Statement for the second trust deed secured by the property referenced above. This request is being made in connection with a [Refinance/Sale] of the property.

Please ensure the statement includes the following information:

- Principal balance
- Interest calculated through [Date]
- Daily interest rate (per diem)
- Any late fees or prepayment penalties
- Statement fees or reconveyance fees
- Wiring instructions or mailing address for certified funds

Please deliver the payoff statement via [Fax/Email] to [Contact Name] at [Fax Number/Email Address].

Attached is the borrower's signed authorization to release this information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Phone Number]