

Date: [Insert Date]

To:

[Lienholder Name]

[Payoff Department Address]

[City, State, Zip Code]

From:

[Requestor Name/Company]

[Return Address]

[Phone Number]

[Email Address]

RE: REQUEST FOR PAYOFF STATEMENT (SUBORDINATE LIEN)

Borrower Name: [Insert Borrower Name]

Loan Number: [Insert Loan Number]

Property Address: [Insert Full Property Address]

Anticipated Closing/Payoff Date: [Insert Date]

To Whom It May Concern,

Please provide a formal payoff statement for the subordinate lien referenced above. This request is being made in connection with a [Refinance / Sale] of the subject property.

The payoff statement should include the following information:

- Principal balance
- Accrued interest through the anticipated closing date
- Per diem interest rate
- Any applicable late fees or prepayment penalties
- Recording fees for the release of lien
- Wire transfer or mailing instructions for payment

Attached to this request is a signed Authorization to Release Information from the borrower.

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

Should you have any questions regarding this request, please contact me directly at [Insert Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]