

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

[Date]

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

RE: Notice of Intent to Pay Off Balloon Payment

Loan Number: [Your Loan Number]

Property Address: [Address of the Mortgaged Property]

To the Mortgage Servicing Department,

I am writing to formally notify you of my intention to pay off the final balloon payment for the above-referenced mortgage loan, which is scheduled to become due on [Date Balloon Payment is Due].

Please provide a formal payoff statement for this loan. I request that the statement include the following information:

- The total principal balance remaining.
- The total amount of interest due through the payoff date.
- A breakdown of any applicable fees or processing charges.
- The exact total payoff amount required.
- Detailed wiring instructions or the preferred mailing address for a certified check.

I intend to remit the full payment by [Planned Date of Payment]. Please ensure the payoff statement is calculated to be valid through that date.

Once the payment has been processed, I request that you issue a Release of Lien or a Satisfaction of Mortgage document and file it with the appropriate county recorder's office to confirm the mortgage has been fully satisfied.

If you require any additional information, please contact me at [Your Phone Number]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]