

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

[Date]

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

**RE: Notice of Intent to Pay Off Balloon Payment**

Loan Account Number: [Your Loan Number]  
Property Address: [Address of the Mortgaged Property]

To Whom It May Concern,

This letter serves as formal notification that I intend to pay off the full remaining balance, including the final balloon payment, for the above-referenced second mortgage.

Please provide an official Payoff Statement calculated through [Date of Planned Payment]. Please ensure the statement includes the following information:

- The exact principal balance remaining.
- The total balloon payment amount due.
- A breakdown of any interest, late fees, or administrative charges.
- The daily interest rate (per diem).
- Detailed wiring instructions or the physical address for overnighting a certified check.

I request that this statement be sent to me via [Email/Fax/Mail] no later than [Date].

Once the payment has been processed, I request that you issue a Release of Lien (Satisfaction of Mortgage) and record it with the appropriate county office, or provide me with the necessary documentation to do so.

If you have any questions regarding this request, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]  
[Your Printed Name]