

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Balloon Payment Modification Payoff Request

Loan Number: [Your Loan Number]

Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to formally request a payoff statement for the balloon payment associated with the mortgage modification on the above-referenced property. My records indicate that the balloon payment is due on [Date].

Please provide a formal letter including the following information:

- The total principal balance required to satisfy the balloon payment.
- Any applicable interest or administrative fees.
- The deadline for payment to avoid additional charges.
- Wiring instructions or the mailing address for the final payment.

Please send this statement to me via [Email Address] or to the mailing address listed below. If there are any forms required to process this payoff, please include them with your response.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Mailing Address]