

[Date]

Lender Name: [Lender Name]

Loan Number: [Loan Number]

Property Address: [Full Property Address]

RE: Deed in Lieu of Foreclosure - Payoff and Modification Agreement

To [Contact Person or Department Name],

This letter serves as a formal request for a payoff statement and the final terms regarding the Deed in Lieu of Foreclosure agreement for the property referenced above.

I/We am/are requesting a modification of the current debt obligations to facilitate a voluntary transfer of the title to [Lender Name] in exchange for a full release of the mortgage lien and a waiver of any deficiency balance.

Please provide a formal payoff letter that includes the following:

- The total outstanding principal balance.
- Accrued interest and any applicable legal fees.
- Confirmation of the "Cash for Keys" or relocation assistance amount, if previously discussed.
- Explicit language stating that the acceptance of the Deed in Lieu will result in a "Full Satisfaction of Debt" with no further pursuit of deficiency judgments.

I/We understand that upon the execution of this Deed in Lieu and the fulfillment of the terms outlined in your response, the property will be vacated and left in "broom clean" condition by [Agreed Upon Vacate Date].

Please send the requested documentation to [Email Address] or via mail to the address listed below.

Sincerely,

[Borrower Signature]

[Printed Name]

[Current Mailing Address]

[Phone Number]

[Co-Borrower Signature (If Applicable)]

[Printed Name]