

Date: [Current Date]

Loan Number: [Your Loan Number]

Property Address: [Property Address, City, State, Zip]

TO:

[Lender Name]

[Lender Address]

[City, State, Zip]

RE: Final Payoff Statement Request for Loan Modification

Dear [Lender Representative or Department Name],

I am writing to formally request a final payoff statement for the above-referenced mortgage loan, which was modified on [Date of Modification].

I intend to pay the remaining balance of this loan in full. Please provide a formal payoff letter that includes the following details:

- The exact principal balance remaining.
- Total interest due through the projected payoff date of [Date].
- Any outstanding fees, escrow shortages, or deferred balances (including non-interest bearing portions) resulting from the modification.
- A daily interest rate (per diem).
- Wiring instructions or the correct mailing address for the final payment.

Please send this statement via [Email/Fax/Mail] to [Your Email or Fax Number] no later than [Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]