

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

[Date]

[Mortgage Servicer Name]
[Payoff Department Address]
[City, State, Zip Code]

RE: Mortgage Payoff Statement and PMI Cancellation Request

Loan Number: [Your Loan Number]

Property Address: [Property Address]

To Whom It May Concern,

I am writing to formally request a payoff statement for the above-referenced mortgage account. Please provide a statement showing the total amount required to pay off the loan in full, including all principal, interest, and any applicable fees, calculated through [Date of Intended Payoff].

Additionally, I am requesting the immediate cancellation of the Private Mortgage Insurance (PMI) on this account. I believe I have reached the required loan-to-value ratio for cancellation based on [check one: my scheduled payments / a recent appraisal / a significant increase in property value].

Please include the following in your response:

- The total payoff amount and a daily interest breakdown.
- Wiring instructions or the preferred mailing address for the final payment.
- Confirmation of the PMI cancellation status and any adjustments to my monthly payment.
- Instructions for the release of the lien and the return of any funds held in my escrow account.

Please send the requested information to me via [mail/email/fax] at [Your Contact Information] within [Number] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]