

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

[Date]

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

RE: Authorization to Release Mortgage Information and Payoff Statement

Account Number: [Your Loan Number]
Property Address: [Full Property Address]

To Whom It May Concern,

I am currently in the process of refinancing my existing mortgage through a government-backed refinance program. Please accept this letter as my formal authorization to release a formal payoff statement and any related mortgage information to [New Lender Name or Title Company Name].

The requested information should include:

- Principal balance
- Accrued interest
- Daily interest rate (per diem)
- Escrow balance (taxes and insurance)
- Any applicable fees or prepayment penalties

Please provide the payoff statement effective through [Date] and deliver it via [Fax/Email/Mail] to the following recipient:

[Recipient Name/Company]
[Fax Number or Email Address]

Thank you for your prompt attention to this matter. If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Co-Borrower Signature, if applicable]

[Co-Borrower Printed Name, if applicable]