

[Your Name]
[Your Current Mailing Address]
[City, State, Zip Code]
[Phone Number]
[Date]

U.S. Department of Housing and Urban Development
FHA Case Support Branch
451 7th Street S.W.
Washington, DC 20410

RE: Authorization for FHA Mortgage Insurance Premium (MIP) Refund
FHA Case Number: [Insert Case Number]
Property Address: [Insert Address of Property Sold/Refinanced]

To Whom It May Concern,

I am writing to formally request and authorize the U.S. Department of Housing and Urban Development (HUD) to process any eligible refund of the Upfront Mortgage Insurance Premium (UFMIP) associated with the above-referenced FHA case number.

The mortgage for this property was paid in full on [Insert Date of Closing/Payoff]. Attached to this letter, please find the following supporting documentation:

- Copy of the Settlement Statement (HUD-1 or Closing Disclosure)
- Proof of identity (Copy of Driver's License or Government ID)
- [List any other supporting documents here]

Please issue the refund check to the following name and address:

[Full Legal Name]
[Mailing Address]
[City, State, Zip Code]

I certify that I am the legal owner of the aforementioned property and am entitled to these funds. If you require further information, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Social Security Number - Optional/As Required]