

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

[Date]

U.S. Department of Housing and Urban Development  
P.O. Box 44003  
Washington, DC 20026-4003

**RE: Request for Refund of Upfront Mortgage Insurance Premium (MIP)**

To Whom It May Concern,

I am writing to formally request a refund of the unearned portion of the Upfront Mortgage Insurance Premium (MIP) paid on my FHA-insured mortgage. My loan has been paid in full due to a refinance or sale of the property.

Please find the details of the loan below:

- **FHA Case Number:** [Your FHA Case Number]
- **Property Address:** [Address of the property associated with the loan]
- **Date Loan Was Paid in Full:** [Date]
- **Lender Name:** [Name of the Mortgage Company]

I have enclosed documentation confirming the payoff of the mortgage. Please process this refund and mail the check to my current mailing address listed at the top of this letter.

If there is any additional information required or if the refund is not applicable to my case, please provide a written explanation.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]