

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

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

**RE: Request for FHA Mortgage Payoff Statement and Satisfaction of Mortgage**

**Loan Number:** [Your Loan Number]

**Property Address:** [Full Property Address]

To Whom It May Concern,

I am writing to formally request an official payoff statement for the above-referenced FHA-insured mortgage loan. I am planning to pay this loan in full on [Anticipated Payoff Date].

Please ensure the payoff statement includes the following details:

- Principal balance, accrued interest, and any applicable FHA mortgage insurance premiums (MIP).
- Daily interest rate (per diem).
- Allowable fees and any remaining escrow balance instructions.
- Wiring instructions or the physical address for delivery of certified funds.

Furthermore, upon receipt of the full payoff funds, I request that you execute a formal Satisfaction of Mortgage (or Release of Lien) document. Please record this document with the appropriate County Recorder's Office within the timeframe required by state law and provide me with a copy for my records.

Please send the payoff statement to [Your Email Address] or fax it to [Your Fax Number, if applicable].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]