

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

[Date]

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

RE: Mortgage Payoff Statement Request

Loan Number: [Your Loan Number]

Property Address: [Address of the Mortgaged Property]

To Whom It May Concern,

I am writing to formally request a payoff statement for the mortgage account referenced above. I am planning to pay off the remaining balance of this loan in full.

Please provide a formal statement that includes the following information:

- The total payoff amount, including principal, interest, and any applicable fees.
- A daily interest accrual rate (per diem).
- The date through which the payoff amount is valid.
- Detailed wire transfer instructions or a mailing address for a certified check.
- Instructions for the release of the lien once payment is processed.

Please provide this statement calculated through the date of: [Insert Target Date].

You may send the statement to me via [Email/Fax/Mail] at the following: [Insert Email Address, Fax Number, or Mailing Address].

If you have any questions or require further authorization, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]