

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

[Date]

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

**RE: Request for Mortgage Payoff Quote**

**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 mentioned above.

Please provide a detailed payoff quote that includes the total amount required to pay the loan in full, including the principal balance, interest, and any applicable fees or credits. I request that the payoff amount be calculated through **[Date you plan to pay]**.

Please include the following information in the statement:

- The daily interest rate (per diem).
- Instructions for submitting payment via wire transfer or certified check.
- The expiration date of this payoff quote.

Please send the payoff statement to me via [Email/Fax/Mail] at the following [Email Address/Fax Number/Mailing Address]: [Your Contact Detail].

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]