

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

[Date]

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

RE: Official Loan Payoff Statement Request

Account Number: [Your Loan Account Number]

To Whom It May Concern,

I am writing to formally request an official payoff statement for the above-referenced loan account. I intend to pay the remaining balance in full.

Please provide a statement that includes the following information:

- The total payoff amount, including principal, interest, and any applicable fees.
- A breakdown of any daily interest charges (per diem).
- The effective date for this payoff amount (valid until date).
- Wiring instructions or the specific mailing address for the final payment.
- Any specific forms required to release the lien or close the account.

Please calculate the payoff amount through the date of [Date you plan to pay].

You may send the statement to my attention via [Email Address or Fax Number/Mailing Address].

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]