

Date: [Insert Date]

To: [Lender Name]

Department: Short Sale/Loss Mitigation Department

Address: [Lender Address]

City, State, Zip: [Lender City, State, Zip]

RE: Short Sale Payoff Demand Request

Borrower Name: [Borrower Full Name]

Property Address: [Full Property Address]

Loan Number: [Insert Loan Number]

To Whom It May Concern,

This letter serves as a formal request for a Short Sale Payoff Demand Statement regarding the above-referenced loan and property. The homeowners are currently experiencing financial hardship and have entered into a contract to sell the property for an amount less than the total balance owed.

Please provide a payoff statement that includes the following information:

- The net payoff amount accepted to release the lien.
- The expiration date of the payoff quote.
- Daily per diem interest charges.
- Wiring instructions for the final payment.
- Confirmation of any deficiency waiver (if applicable).

The anticipated closing date for this transaction is [Insert Closing Date].

Attached to this request, please find the signed Authorization to Release Information, the executed Purchase Agreement, and the preliminary Settlement Statement (HUD-1/Closing Disclosure).

Please send the payoff demand statement via email to [Insert Email Address] or via fax to [Insert Fax Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Representative Name]

[Your Title/Company Name]

[Your Phone Number]

[Your Email Address]