

Request for Payoff Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a payoff statement for my mortgage loan with your institution. Below are the details of my loan:

- Loan Number: [Insert Loan Number]
- Property Address: [Insert Property Address]
- Borrower's Name: [Your Name]

Please send the payoff statement to me at your earliest convenience. If you require any additional information, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]