# Request for Payoff Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]


Dear [Lender's Name],

I am writing to request a payoff statement for my second mortgage referenced by loan number [Insert Loan Number]. I am planning to pay off this loan and would like to know the exact amount required to do so.

Please include any additional fees or penalties that may apply, as well as the validity period of the payoff amount.

You may send the statement to the address or email provided above.

Thank you for your prompt attention to this matter.


Sincerely,

[Your Name]