

# Request for Expedited Mortgage Payoff Statement

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

[Lender's Name]  
[Lender's Address]  
[City, State, ZIP Code]

Dear [Lender's Name or Customer Service Team],

I am writing to formally request an expedited mortgage payoff statement for my loan with account number [Your Account Number]. Due to [briefly explain your situation, e.g., an impending sale of the property, financial restructuring, etc.], it is crucial that I receive this payoff statement as soon as possible.

I have always made my payments on time and appreciate your assistance in this matter. If there are any fees associated with expediting this request, please inform me, and I will take the necessary steps to cover those costs.

Thank you for your attention to this urgent request. I look forward to your prompt response.

Sincerely,  
[Your Name]