

Follow-Up Request for Mortgage Payoff Statement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for the outstanding mortgage payoff statement for my loan account #[Loan Account Number], which I had requested on [Date of Previous Request].

As I am in the process of finalizing arrangements regarding this mortgage, receiving this statement promptly would be greatly appreciated. If there are any issues or further information required to fulfill this request, please let me know.

Thank you for your attention to this matter. I look forward to hearing back from you soon.

Sincerely,

[Your Name]