

# Request for Mortgage Payoff Statement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Bank or Lender's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a payoff statement for the mortgage associated with the property located at [Property Address]. We are in the process of finalizing the closing procedures and require this information to proceed.

Here are the details of the mortgage account:

- Account Number: [Insert Account Number]
- Property Address: [Insert Property Address]
- Borrower's Name: [Insert Borrower's Full Name]

Please include the total amount due, any applicable fees, and the expiration date of the payoff statement. We appreciate your prompt attention to this matter, as it is essential for our scheduled closing on [Insert Closing Date].

Thank you for your assistance. If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]