

Mortgage Payoff Request

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

To:
Lender's Name
Lender's Address
City, State, Zip Code

Subject: Request for Mortgage Payoff Statement

Dear [Lender's Name],

I am writing to request a payoff statement for my mortgage account with your institution. The details of my mortgage are as follows:

Loan Number: [Your Loan Number]
Property Address: [Property Address]

As I intend to pay off my mortgage in full, I kindly request that you provide me with the total amount needed to pay off the loan, including any fees or interest that may apply. I would appreciate it if you could send this information to me at your earliest convenience.

Thank you for your assistance in this matter. Please contact me if you require any further information.

Sincerely,
[Your Name]