

Mortgage Payoff Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to request a confirmation of the payoff amount for my mortgage with account number [Your Account Number]. I would like to ensure that I am aware of the exact balance needed to pay off my mortgage in full.

As of today, please provide me with the following information:

- Total payoff amount
- Any outstanding fees or charges
- Instructions for submitting the payment
- Any additional information needed to finalize the mortgage payoff

If possible, please send this confirmation via email to [Your Email Address] or by mail to my address listed above. Your prompt attention to this matter would be greatly appreciated as I plan to finalize this process soon.

Thank you for your assistance.

Sincerely,

[Your Name]