

Mortgage Loan Payoff Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a payoff statement for my flexible payment mortgage loan with account number [Your Account Number].

Please provide me with the total payoff amount, including any applicable fees and interest, along with the details regarding the calculation of this payoff and the effective date of the payoff statement.

I would appreciate your prompt attention to this request, and I look forward to receiving the payoff information at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]