

Mortgage Pay-off Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Mortgage Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to request a mortgage pay-off statement for my loan with account number [Insert Account Number]. I am planning to pay off my mortgage and would like to obtain the exact amount needed to settle the loan in full.

Please include any relevant information regarding interest, fees, and instructions for submitting the payment. Your prompt attention to this matter would be greatly appreciated.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]