

Mortgage Prepayment Request for Full Loan Closure

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 formally request the prepayment of my mortgage loan with the account number [Your Loan Account Number]. After careful consideration, I have decided to pay off the remaining balance in full as of [Desired Payoff Date].

Please inform me of the necessary steps I need to follow to complete this process and confirm the exact amount required for the total payoff, including any applicable fees or penalties.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]