

Date: [Date]

To: [Lender Name]

Attention: Payoff Department

Address: [Lender Address]

Fax/Email: [Lender Fax or Email Address]

RE: Request for Payoff Statement

Borrower Name: [Seller Name]

Property Address: [Property Address]

Loan Number: [Loan Account Number]

Dear Payoff Department,

Please provide a formal payoff statement for the above-referenced loan account. We require the total amount necessary to satisfy the mortgage in full, including any interest, fees, or prepayment penalties.

Please calculate the payoff through the following date: **[Closing Date]**. Additionally, please provide a daily per diem rate for interest should the closing date be delayed.

Please deliver the payoff statement via [Fax/Email] to the following:

Recipient Name: [Your Name or Title Company]

Fax Number: [Fax Number]

Email Address: [Email Address]

Attached to this request is the signed authorization from the borrower(s) permitting the release of this information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name, if applicable]

[Your Phone Number]

Borrower Authorization

I/We, [Seller Name(s)], hereby authorize [Lender Name] to release my/our payoff information to [Your Name or Title Company].

[Seller Signature]

[Seller Social Security Number / Last 4 Digits]

[Date]