

[Date]

[Lender Name]

[Lender Payoff Department Address]

[City, State, Zip Code]

RE: Mortgage Payoff Verification

Borrower Name(s): [Borrower Name(s)]

Property Address: [Property Address]

Loan Number: [Loan Number]

Escrow/Closing Number: [Escrow Number]

To Whom It May Concern,

Please accept this letter as a formal request for a formal payoff statement regarding the above-referenced mortgage loan. This request is being made in connection with a [Refinance/Sale] transaction currently in escrow.

Please provide a payoff statement calculated through [Closing Date] that includes the following information:

- Principal balance
- Interest due and daily interest rate (per diem)
- Escrow balance (taxes and insurance)
- Statement of any prepayment penalties or release fees
- Wiring instructions for the final payment

I/We, the undersigned borrower(s), hereby authorize [Escrow Company Name] to request and receive any and all information related to the payoff of this loan.

Please deliver the payoff statement via [Fax/Email] to [Escrow Officer Name] at [Fax Number or Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Borrower Signature]

[Co-Borrower Signature, if applicable]