

Phone: | Fax:

September 22, 2016

**FACSIMILE TRANSMISSION
SENT ONLY. NO ORIGINAL TO
FOLLOW BY U.S. MAIL.**

ATTN: Payoff Department
Fax:

RE: Payoff Letter Request

Loan No.:
Borrower's SSN (last 4 digits):
Property Address:
Property Index Number:

To Whom It May Concern:

Please be advised that I represent _____ in the sale of the above-referenced property.

This letter is written to request a payoff letter for the above-referenced mortgage encumbering this property as Document Number _____, which loan number is referenced above. Copies of the first page of the mortgage and the legal description are attached.

The closing has been set for _____. **Please issue a payoff letter good through _____, and fax the same to _____.** Include in the payoff statement any special instructions and the per diem rate.

In the event that you have just paid the real estate taxes, the homeowners'/hazard insurance premiums, or both, for this property out of an escrow, please indicate the date and the amount paid.

Should you need any further information, please contact me. Your prompt attention to this matter is appreciated.

Very truly yours,

Enclosures