

## LOAN PAYOFF REQUEST LETTER

Date: \_\_\_\_\_

To: \_\_\_\_\_

Attn: \_\_\_\_\_

Via Email: \_\_\_\_\_

Re: Loan No. \_\_\_\_\_

Borrower Name: \_\_\_\_\_ Program No.: \_\_\_\_\_

Property Address: \_\_\_\_\_ Property ID No.: \_\_\_\_\_

Dear \_\_\_\_\_:

Please accept this as my authorization to issue a payoff statement to \_\_\_\_\_ through an effective date of \_\_\_\_\_. Please include a per diem amount in the statement.

Please email this information to \_\_\_\_\_ as soon as possible.

*(Check one.)*

☐ This request is being made prior to the \_\_\_\_\_ year Compliance Period. A copy of the Loan Payoff Calculation Worksheet is attached with this request.

☐ This request is being made after completion of the \_\_\_\_\_ year Compliance Period.

If you require any further information or documentation, please do not hesitate to contact me at \_\_\_\_\_ or \_\_\_\_\_. Your prompt attention and assistance on this matter are greatly appreciated.

Thank you in advance for your assistance on this matter.

Sincerely,

\_\_\_\_\_