**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

                                                                ${Date-Today-Numbers}

**PAYOFF STATEMENT REQUESTED**

${Lien1PayoffName}

${Lien1PayoffAttn}

${Lien1PayoffAddress1}

${Lien1PayoffAddress2}

${Lien1PayoffCSZ}

RE: Borrower name:    ${Borrower1Fullname}

       Property Address: ${PropertyAddress}, ${PropertyCity}, ${StateName}

       Loan Number:       ${PropertyZip}

        File Number:        ${FileNumber}

Dear Sir or Madame:

Please be advised that the captioned individual(s) are selling their property located at the address above and your loan is to be paid off. Settlement is scheduled shortly.

    Please calculate payoff valid to THIRTY DAYS AFTER THE DATE OF THIS LETTER and include your daily interest factor on your written statement. We would appreciate it if you would forward your payoff figures to our office at your earliest convenience by FAX. Our FAX number is **${companyFax}.**

    Please indicate our File Number on your payoff statement for identification. Your kind and expeditious attention to this matter is greatly appreciated.

                                                                                    Sincerely,

                                                                                     ${companyName}

                                                                                     ${UserName}

BORROWER AUTHORIZATION ATTACHED