

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>.
<address>
<address>
<address>

Re: _____

Dear _____ :

_____ wrote you on _____, 20_____ regarding the payoff of the loan held by _____ in the above referenced matter. To date, our records do not indicate that payment has been received. We would be most appreciative if you could check on the status of this payment and inform us as to when payment can be expected.

With regard to the payoff, it should be noted that the negative escrow portion of the payoff has increased to \$ _____ due to _____ being required to provide insurance on the property. In addition, the payoff amount calculated interest through _____, 20_____. Therefore, the payoff should also be increased by the additional interest accrued after _____ up to the date of payment.

Thank you in advance for your assistance and cooperation in resolving this matter.

Sincerely,

By:

:

cc: