SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Re: PAYOFF DEMAND NOTICE
Loan Number: [Insert Loan Number]
Property Address: [Insert Property Address]
Foreclosure Sale Date: [Insert Date, if scheduled]

Dear [Borrower Name/Guarantor Name],

This letter serves as a formal payoff demand regarding the above-referenced commercial loan, which is currently in default and subject to foreclosure proceedings. As of [Insert Date], the total amount required to fully satisfy the obligation and stop the foreclosure process is **$[Insert Total Amount]**.

The payoff amount is broken down as follows:

- Unpaid Principal Balance: $[Amount]
- Accrued Interest (through [Date]): $[Amount]
- Late Charges: $[Amount]
- Default Interest: $[Amount]
- Prepayment Premium/Penalty (if applicable): $[Amount]
- Attorney Fees and Legal Costs: $[Amount]
- Foreclosure Trustee Fees: $[Amount]
- Property Inspection/Appraisal Fees: $[Amount]
- **TOTAL PAYOFF AMOUNT: $[Total Amount]**

Please be advised that interest continues to accrue at a daily rate of $[Insert Daily Interest Amount] per day. This payoff quote is valid through [Insert Expiration Date]. After this date, you must contact our office for an updated figure.

Payment Instructions:
Funds must be delivered via wire transfer or cashier's check only. For wire instructions, please see the attached document or contact [Contact Name] at [Phone Number].

Failure to provide the full payoff amount by [Insert Deadline Time/Date] will result in the continuation of the foreclosure sale scheduled for [Insert Sale Date]. Once the foreclosure sale is completed, your right to reinstate or pay off the loan may be terminated by law.

Sincerely,

[Your Name/Representative Name]
[Title]
[Lending Institution/Law Firm Name]
[Phone Number]
[Email Address]