

[Company Name]
[Department]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Borrower Name/Requesting Entity]
[Address]
[City, State, Zip Code]

RE: Payoff Statement for Loan Number: [Loan Number]
Property Address: [Full Property Address]

Dear [Contact Name],

Pursuant to your request dated [Date of Request], we are providing the payoff figures for the above-referenced commercial mortgage loan. This statement is valid through [Expiration Date].

Payoff Breakdown:

- Principal Balance: \$[0.00]
- Interest (Calculated to [Date]): \$[0.00]
- Prepayment Premium/Penalty: \$[0.00]
- Unpaid Late Charges: \$[0.00]
- Escrow/Impound Credit: (\$[0.00])
- Administrative/Payoff Fees: \$[0.00]
- Other Fees ([Specify]): \$[0.00]

TOTAL PAYOFF AMOUNT: \$[0.00]

Daily Interest Rate: \$[0.00] (To be added for each day after [Date] if payment is not received by the valid through date).

Wire Transfer Instructions:

Bank Name: [Bank Name]
ABA/Routing Number: [Number]
Account Number: [Number]
Reference: [Loan Number / Borrower Name]

Please note that this payoff is subject to final audit. We reserve the right to adjust these figures in the event of any error or additional disbursements made prior to the closing of this account. Any funds received in excess of the final audited amount will be refunded within [Number] business days.

Upon receipt of the total payoff amount, we will process the release of the mortgage/deed of trust and any related security instruments.

Sincerely,

[Name]

[Title]

[Company Name]