

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lender Name]
[Lending Institution Department]
[Lender Address]
[City, State, Zip Code]

RE: Payoff Quote Request

Borrower Name: [Name on Account]

Loan Account Number: [Account Number]

Property Address/Collateral: [Address or Description]

To Whom It May Concern,

I am writing to formally request a payoff statement for the above-referenced commercial loan. We are preparing to [refinance the loan / sell the property / pay the balance in full].

Please provide a payoff quote calculated through [Date of Planned Payoff]. The statement should include the following details:

- Principal balance
- Accrued interest
- Daily interest (per diem) amount
- Prepayment penalties or yield maintenance fees (if applicable)
- Administrative, legal, or discharge fees
- Escrow balances or credits
- Wire transfer instructions

Please send the payoff statement via [Email/Fax] to [Email Address or Fax Number] no later than [Desired Date].

If you have any questions or require additional authorization, please contact me directly at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]