

[Lender Name]  
[Lender Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**RE: Mortgage Payoff Statement**

Account Number: [Loan Account Number]

Dear [Borrower Name],

Pursuant to your request, provided below is the payoff amount for the above-referenced mortgage loan. This statement is valid through [Expiration Date].

Principal Balance	[\$Amount]
Interest to [Expiration Date]	[\$Amount]
Escrow/Impound Balance (Debit/Credit)	[\$Amount]
Statement/Payoff Fees	[\$Amount]
Prepayment Penalty (if applicable)	[\$Amount]
<b>Total Payoff Amount</b>	<b>[\$Total Amount]</b>

**Daily Interest Rate:** \$[Amount]

**Payment Instructions:**

Please submit the total payoff amount via wire transfer or certified check. Funds must be received by 5:00 PM on [Expiration Date]. If funds are received after this date, additional daily interest will be required.

**Wire Transfer Information:**

Bank Name: [Bank Name]  
Routing Number: [Routing Number]  
Account Number: [Account Number]  
Reference: [Loan Account Number]

Upon receipt of the full payoff amount, the lien on the property will be released and the original Note will be canceled and returned to you.

Sincerely,

[Authorized Signature]  
[Printed Name and Title]  
[Lender Name]