

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

[Date]

**TO:** [Borrower Name / Escrow Company]  
**ATTN:** [Contact Person]  
**RE: Payoff Demand Statement**

**Loan Number:** [00000000]  
**Property Address:** [Full Property Address]  
**Payoff Valid Through:** [Date]

This statement sets forth the amount required to pay the above-referenced commercial mortgage loan in full as of **[Date]**.

Principal Balance:                    \$[0.00]  
Interest (from [Date] to [Date]): \$[0.00]  
Prepayment Premium/Penalty:    \$[0.00]  
Unpaid Late Fees/Charges:        \$[0.00]  
Recording/Release Fees:            \$[0.00]  
Administrative/Processing Fees: \$[0.00]  
**TOTAL PAYOFF AMOUNT: \$[0.00]**

**Per Diem Interest:** \$[0.00] per day after [Date].

**Wiring Instructions:**

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

Please note that this payoff is subject to final audit and verification of funds. All documents for the release of lien will be processed within [Number] business days following the receipt of certified funds.

Sincerely,

[Authorized Signature]  
[Typed Name and Title]  
[Department Name]