

[Date]

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

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

RE: PAYOFF QUOTATION

Loan Number: [Insert Loan Number]
VA Case Number: [Insert VA Case Number]
Good Through Date: [Insert Date]

Dear [Borrower Name],

As requested, below is the payoff statement for the above-referenced VA-guaranteed mortgage loan. The figures provided are valid through [Insert Date].

Payoff Breakdown:

- Principal Balance: \$[0.00]
- Interest (from [Date] to [Date]): \$[0.00]
- Escrow Advance/Deficit: \$[0.00]
- Unpaid Late Charges: \$[0.00]
- VA Funding Fee (if applicable): \$[0.00]
- Recording/Release Fees: \$[0.00]
- Statement Fee: \$[0.00]
- **TOTAL AMOUNT TO PAYOFF: \$[0.00]**

Daily Interest Rate: \$[0.00]

Instructions for Payment:

Funds must be received in the form of a wire transfer or certified check. If payment is received after the "Good Through Date" listed above, additional daily interest must be added to the total.

Wire Instructions:

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

Please note that any funds remaining in your escrow account will be refunded to you within 30 days of the loan being paid in full.

Sincerely,

[Name of Authorized Representative]

[Title]

[Lender Name]