

Date: [Current Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Payoff Quote for Loan Account: [Account Number]

Dear [Customer Name],

As requested, we are providing the payoff amount for the above-referenced account. This quote represents the total amount required to pay your loan in full.

Payoff Amount: \$[Amount]

Good Through Date: [Expiration Date]

Per Diem (Daily Interest): \$[Amount]

Please note that if payment is received after the "Good Through Date" listed above, additional interest will accrue at the daily rate specified. You must contact us for an updated figure if the payment will arrive after this date.

Payment Instructions:

Please make checks payable to [Company Name] and include your account number on the check. Funds should be sent to the following address:

[Company Name]

[Attention/Department]

[Mailing Address]

[City, State, Zip Code]

If you have any questions regarding this statement, please contact our customer service department at [Phone Number].

Sincerely,

[Sender Name]

[Title]

[Company Name]