

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Payoff and Escrow Disbursement Instruction

Loan Number: [Loan Reference Number]

Property Address: [Collateral Property Address]

Borrower: [Legal Entity Name]

To the Loan Servicing Department,

In connection with the full payoff of the above-referenced commercial mortgage loan effective as of [Payoff Date], this letter serves as a formal instruction regarding the disbursement of remaining funds held in all associated escrow and reserve accounts.

Please close all accounts related to this loan, including but not limited to:

- Tax Escrow
- Insurance Escrow
- Replacement Reserves
- Tenant Improvement / Leasing Commission (TI/LC) Reserves
- Debt Service Reserves

Please disburse the total remaining balance of these funds via [Check/Wire Transfer] within [Number] business days of the loan satisfaction.

Direct funds to:

Payee Name: [Name of Entity or Title Company]

Mailing Address: [Address for Check]

[If Wire, include Bank Name, ABA Number, and Account Number]

Furthermore, please provide a final accounting statement showing the zero balance and the breakdown of the escrow refunds. Please also ensure that the Release of Mortgage/Lien is filed with the appropriate county recorder's office promptly.

Should you have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Typed Name]

[Title]

[Borrower Company Name]