

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

[Date]

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

RE: Payoff Statement / Demand Letter

Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Borrower Name],

This letter provides the total amount required to pay off the above-referenced commercial mortgage loan in full. The figures below are valid through the "Good Through Date" indicated.

Payoff Figures:

- Principal Balance: \$[0.00]
- Accrued Interest (from [Date] to [Date]): \$[0.00]
- Prepayment Premium/Penalty: \$[0.00]
- Administrative/Exit Fees: \$[0.00]
- Outstanding Late Charges/Fees: \$[0.00]
- Recording/Discharge Fees: \$[0.00]
- Escrow Credit (if applicable): -\$[0.00]
- **TOTAL PAYOFF AMOUNT: \$[0.00]**

Good Through Date: [Month, Day, Year]

Per Diem Interest: If payment is received after the date above, please add \$[0.00] per day.

Wiring Instructions:

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

Please note that this payoff is subject to final audit. We reserve the right to adjust these figures in the event of any error or additional disbursements made prior to the closing of this account.

Sincerely,

[Name of Authorized Representative]

[Title]

[Lender Name]