

[Date]

[Lender Name]

[Loan Servicing Department]

[Lender Address]

[City, State, Zip Code]

**RE: Payoff Statement Request**

**Loan Number:** [Insert Loan Number]

**Borrower Name:** [Insert Entity or Individual Name]

**Property Address:** [Insert Property Address]

To Whom It May Concern,

Please provide a formal payoff statement for the above-referenced commercial mortgage loan. We are requesting this information in connection with a [Refinance / Sale / Principal Payoff] of the property.

Please ensure the payoff statement includes the following details:

- Principal balance currently outstanding
- Accrued interest through [Proposed Payoff Date]
- Per diem interest rate
- Prepayment penalties or yield maintenance fees, if applicable
- Administrative, discharge, or wire fees
- Escrow credit balances, if any
- Wiring instructions for the delivery of funds

Please deliver the payoff statement via [Email/Fax] to [Name/Company] at [Email Address or Fax Number] by [Date].

If you have any questions or require further authorization, please contact me directly at [Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Company Name]