

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Mortgage Payoff Request and Prepayment Penalty Calculation

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Borrower Name: [Insert Borrower Name]

To Whom It May Concern,

Please provide a formal payoff statement for the above-referenced commercial mortgage loan. We anticipate the closing date for this transaction to be [Insert Date].

We specifically request that the payoff statement includes a detailed breakdown of the following:

- Current Outstanding Principal Balance
- Accrued Interest through [Insert Date]
- Per Diem Interest Rate
- Detailed Calculation of the Prepayment Penalty (e.g., Yield Maintenance, Defeasance, or Step-Down percentage)
- Administrative or Processing Fees
- Escrow Balances (to be credited or refunded)

Please forward the completed payoff statement and wiring instructions via email to [Insert Email Address] or via fax to [Insert Fax Number].

If you have any questions or require further authorization, please contact [Insert Contact Name] at [Insert Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]