

Date: [Insert Date]
To: [Lender Name]
Attention: Payoff Department
Address: [Lender Address]

RE: PAYOFF STATEMENT REQUEST

Borrower Name: [Insert Entity/Company Name]
Loan Number: [Insert Loan Number]
Property Address: [Insert Physical Address of Commercial Property]

To Whom It May Concern,

Please provide a formal payoff statement for the commercial mortgage loan referenced above. We are currently in the process of refinancing this debt.

Please include the following information in the statement:

- Current principal balance.
- Accrued interest through [Insert Target Closing Date].
- Daily interest rate (per diem).
- Prepayment penalties or yield maintenance fees, if applicable.
- Escrow balances (tax, insurance, or replacement reserves).
- Administrative, legal, or discharge fees.
- Wiring instructions for the final payment.

Please deliver the payoff statement via email to [Insert Email Address] or via fax to [Insert Fax Number] no later than [Insert Date].

Sincerely,

[Authorized Signature]
[Printed Name and Title]
[Phone Number]