

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

Date: [Date]

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

RE: PAYOFF STATEMENT AND RELEASE OF LIEN

Loan Number: [Loan Number]
Property Address: [Property Address]
Payoff Good Through: [Date]

To Whom It May Concern,

This letter serves as the official payoff statement for the commercial mortgage referenced above. As of [Date], the total amount required to satisfy the mortgage in full is as follows:

- Principal Balance: \$[0.00]
- Accrued Interest: \$[0.00]
- Prepayment Premium/Penalty: \$[0.00]
- Late Fees/Administrative Charges: \$[0.00]
- Escrow Balance (Credit/Debit): \$[0.00]
- **TOTAL PAYOFF AMOUNT: \$[0.00]**

Per Diem Interest: \$[0.00] per day if payment is received after the "Payoff Good Through" date.

Payment Instructions:

Funds must be delivered via Wire Transfer to:

Bank Name: [Bank Name]
ABA/Routing Number: [Routing Number]
Account Number: [Account Number]
Reference: Loan #[Loan Number]

Upon receipt of the total payoff amount in cleared funds, [Lender Name] will execute and deliver a formal Release of Lien / Satisfaction of Mortgage to the appropriate county recording office or to the designated closing agent. All original loan documents will be marked "Paid in Full" and returned to the borrower.

Should you have any questions, please contact our Loan Servicing Department at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Lender Name]