

**Date:** [Date]

**To:** [Borrower Name]

**Attn:** [Contact Person]

**Address:** [Borrower Address]

**RE: Conditional Payoff Statement**

**Loan Number:** [Loan Number]

**Property Address:** [Collateral Property Address]

**Payoff Valid Through:** [Expiration Date]

To Whom It May Concern,

This letter provides the conditional payoff figures for the above-referenced commercial mortgage loan. The following amounts are required to satisfy the mortgage in full if payment is received by [Payoff Date]:

- **Principal Balance:** \$[Amount]
  - **Interest (Calculated through [Date]):** \$[Amount]
  - **Prepayment Premium/Penalty:** \$[Amount]
  - **Accrued Late Fees:** \$[Amount]
  - **Exit/Release Fees:** \$[Amount]
  - **Outstanding Escrow/Advances:** \$[Amount]
  - **Daily Interest Rate (Per Diem):** \$[Amount]
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- **TOTAL PAYOFF AMOUNT:** \$[Total Amount]

**Conditions of Payoff:**

1. **Final Audit:** This statement is subject to a final audit by the lender. The lender reserves the right to adjust the payoff amount in the event of clerical errors or unposted disbursements.
2. **Funds Type:** Payment must be made via Wire Transfer.
3. **Per Diem:** If payment is received after [Payoff Date], please add the Daily Interest Rate for each additional day.
4. **Release of Lien:** Upon receipt and verification of the full payoff amount, the lender will prepare and record a satisfaction of mortgage or lien release.
5. **Returned Payments:** This payoff is void if any recent payments fail to clear the bank.

**Wiring Instructions:**

Bank Name: [Bank Name]

ABA/Routing Number: [Routing Number]

Account Number: [Account Number]  
Reference: [Loan Number / Borrower Name]

Sincerely,

[Authorized Signatory Name]  
[Title]  
[Lending Institution Name]