

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

DATE: [Current Date]

RE: PAYOFF STATEMENT

Borrower: [Borrower Name/Entity]
Loan Number: [Account Number]
Property Address: [Collateral Property Address]
Payoff Valid Through: [Expiration Date]

Dear [Contact Name/Escrow Officer],

Pursuant to your request, the following is the payoff amount required to satisfy the above-referenced commercial mortgage loan as of **[Payoff Date]**:

Principal Balance:	[\$Amount]
Interest (from [Date] to [Date]):	[\$Amount]
Prepayment Premium/Penalty:	[\$Amount]
Unpaid Fees (Late charges/Admin):	[\$Amount]
Recording/Release Fees:	[\$Amount]
Escrow/Impound Credit:	(\$[Amount])
TOTAL PAYOFF AMOUNT:	[\$Total Amount]

Per Diem Interest: After [Payoff Date], add \$[Amount] per day.

Wire Transfer Instructions:

Bank Name: [Bank Name]
ABA/Routing Number: [Routing Number]
Account Number: [Account Number]
Account Name: [Lender Entity Name]
Reference: [Loan Number / Borrower Name]

Please note that this payoff statement is subject to final audit. Upon receipt of certified funds, [Lender Name] will initiate the release of the mortgage/deed of trust and related security instruments.

Sincerely,

[Authorized Signatory Name]
[Title]
[Lender Name]