

[Lending Institution Name]
[Lending Institution Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: PAYOFF STATEMENT - USDA RURAL DEVELOPMENT GUARANTEED LOAN

Loan Number: [Insert Loan Number]

Dear [Borrower Name/Requesting Party],

As requested, below is the payoff quote for the USDA Rural Development Guaranteed Loan referenced above. This quote is valid through [Expiration Date].

Payoff Breakdown:

- Principal Balance: \$[0.00]
- Interest (Calculated through [Date]): \$[0.00]
- Escrow (Taxes/Insurance) Shortage/Overage: \$[0.00]
- Unpaid Fees/Late Charges: \$[0.00]
- USDA Annual Fee (if applicable): \$[0.00]
- Recording/Release Fees: \$[0.00]
- **TOTAL PAYOFF AMOUNT: \$[0.00]**

Daily Interest Rate: \$[0.00]

Instructions for Payment:

Please remit the total payoff amount via wire transfer or certified check. Funds must be received by 2:00 PM on [Expiration Date]. If payment is received after this date, please contact us for an updated figure.

Wire Instructions:

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

Upon receipt of the full payoff amount, the lien on the property will be released in accordance with USDA Rural Development guidelines and local regulations.

Sincerely,

[Name of Authorized Officer]

[Title]

[Lending Institution Name]