

Date: [Insert Date]

To: [Lender/Entity Name]

Attn: [Department or Contact Person]

Address: [Street Address]

City, State, Zip: [City, State, Zip Code]

RE: OFFICIAL PAYOFF DEMAND REQUEST

Account Holder: [Full Name on Account]

Account Number: [Account Number]

Property/Collateral Address: [Address, if applicable]

To Whom It May Concern,

Please provide an official payoff statement for the above-referenced account. This statement is required for the purpose of [State Purpose, e.g., Refinancing, Sale of Property, or Final Debt Satisfaction].

The payoff statement should include the following information:

- The total principal balance remaining.
- Accumulated interest through the projected payoff date of [Insert Date].
- A daily interest accrual rate (per diem).
- Any applicable fees, including late charges or prepayment penalties.
- Payment instructions, including wire transfer details or mailing address for certified checks.

Please deliver this statement via [Fax/Email/Mail] to [Your Contact Information] no later than [Insert Deadline].

If you have any questions regarding this request, please contact me directly at [Your Phone Number]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address]