

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

**RE: Payoff Statement / Per Diem Interest Calculation**

Account Number: [Your Loan Number]

Property Address: [Full Property Address]

To Whom It May Concern,

I am requesting a formal payoff statement for the above-referenced account. Please provide the total amount required to pay the loan in full, including all principal, accrued interest, and any applicable fees.

Please ensure the statement includes the following details:

- The total payoff amount effective as of: [Target Date]
- The daily interest accrual (per diem) amount: \$ \_\_\_\_\_
- Late fees or prepayment penalties (if any)
- Instructions for delivery of funds (Wire or Check)
- Expiration date of the payoff quote

Please send this statement via [Email/Fax/Mail] to:

Name: [Your Name or Title Company Name]

Email: [Email Address]

Fax: [Fax Number]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]