

[Current Date]

[Recipient Name/Financial Institution]

[Recipient Address]

[City, State, Zip Code]

RE: Payoff Instructions for Loan Number: [Loan Account Number]

To Whom It May Concern,

Please find below the wire transfer instructions required to complete the full payoff of the aforementioned loan account.

Payoff Details:

- **Good Through Date:** [Date]
- **Total Payoff Amount:** \$[Amount]
- **Daily Interest Per Diem:** \$[Amount]

Wire Transfer Instructions:

- **Bank Name:** [Receiving Bank Name]
- **Bank Address:** [Bank City, State]
- **ABA/Routing Number:** [9-Digit Number]
- **Account Name:** [Account Holder Name]
- **Account Number:** [Account Number]
- **Reference/Memo:** Payoff for Loan #[Loan Number] / [Borrower Name]

Please ensure the wire is initiated in time to be received by the "Good Through Date" listed above. If the funds are received after this date, additional daily interest may apply.

Once the funds are processed, please confirm that the loan has been closed and provide any relevant release of lien documentation to the address on file.

If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Authorized Signature]

[Your Title/Company Name, if applicable]