

Date: [Current Date]

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

RE: Extension of Payoff Quote for Account Number: [Account Number]

Dear [Borrower Name],

This letter serves as a formal extension of the payoff quote previously issued for the above-referenced account. The original "Good Through" date of [Original Expiration Date] has been extended.

**Updated Payoff Information:**

- **New Good Through Date:** [New Expiration Date]
- **Total Payoff Amount:** \$[Amount]
- **Daily Interest Accrual (Per Diem):** \$[Amount]

Please ensure that the total payoff funds are received by our office no later than 5:00 PM on [New Expiration Date]. If payment is received after this date, a new quote will be required as additional interest and fees may apply.

Payments should be sent via [Wire Transfer/Certified Check] to the following address/instructions:

[Payment Instructions/Bank Details]

If you have any questions regarding this extension, please contact our customer service department at [Phone Number].

Sincerely,

[Sender Name]  
[Title/Department]  
[Company Name]