

**DATE:** [Current Date]

**TO:**

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**RE: UPDATED PAYOFF STATEMENT**

**Account Number:** [Account Number]

**Property/Collateral Address:** [Property Address]

This letter serves as an updated payoff statement for the above-referenced account. This quote supersedes any previously issued payoff statements.

**PAYOFF TOTAL:** \$[Amount]

**GOOD THROUGH DATE:** [Date]

**Breakdown of Total Amount Due:**

- Principal Balance: \$[Amount]
- Interest (through Good Through Date): \$[Amount]
- Escrow (Tax/Insurance) Balance: \$[Amount]
- Late Fees/Charges: \$[Amount]
- Payoff Statement Fee: \$[Amount]
- Other Fees: \$[Amount]

**Daily Interest Rate:** \$[Amount]

**Payment Instructions:**

Please ensure funds reach our office by the Good Through Date. If payment is received after this date, additional daily interest will apply. Payments should be made via [Wire Transfer/Certified Funds] to the following account:

Bank Name: [Bank Name]

ABA/Routing Number: [Number]

Account Number: [Number]

Reference: [Account Number / Borrower Name]

Sincerely,

[Sender Name/Department]

[Company Name]

[Phone Number]