[Date]

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

RE: PAYOFF REQUEST - LOAN MATURITY

Borrower: [Borrower Name/Entity]
Loan Number: [Account Number]
Project Name: [Project Name/Address]
Maturity Date: [Date of Maturity]

To Whom It May Concern,

Please provide a formal payoff statement for the above-referenced commercial construction loan. We intend to pay this loan in full on **[Anticipated Payoff Date]**.

The payoff statement should include the following information:

- Principal balance remaining.
- Accrued interest through the payoff date.
- Per diem interest rate for any potential delays.
- Any applicable exit fees or release fees.
- Unused portions of the construction contingency or holdbacks.
- Wiring instructions for the final payment.

Upon receipt of the full payment, we require the Lender to provide a Lien Waiver and a Release of Mortgage/Deed of Trust for the property located at: **[Property Address]**.

Please send the statement via email to **[Email Address]** or fax to **[Fax Number]**.

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]
[Phone Number]