[Bank or Lending Institution Name]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

Date: [Current Date]

RE: PAYOFF STATEMENT

Borrower(s): [Borrower Name(s)]
Loan Number: [Loan Number]
Property Address: [Project/Property Address]
Maturity Date: [Date of Loan Maturity]

Dear [Borrower Name],

As requested, below is the payoff statement for the construction loan referenced above. This statement is valid through **[Good Through Date]**.

Principal Balance	$[0.00]
Interest Accrued (to date)	$[0.00]
Per Diem Interest ($[0.00] / day)	$[0.00]
Unused Line/Commitment Fees	$[0.00]
Inspection/Administrative Fees	$[0.00]
Recording/Release Fees	$[0.00]
TOTAL PAYOFF AMOUNT	**$[0.00]**

Wire Transfer Instructions:
Bank Name: [Bank Name]
ABA/Routing Number: [Routing Number]
Account Number: [Account Number]
Account Name: [Account Name]
Reference: [Loan Number / Borrower Name]

Please note that any additional draws requested or processed after the date of this letter will void this statement. Upon receipt of the total payoff amount, the lien on the property will be released in accordance with local regulations.

If you have any questions, please contact the Loan Operations Department at [Phone Number].

Sincerely,

[Name of Bank Representative]
[Title]