

[Date]

[Lender Name]

[Lender Department]

[Lender Address]

[City, State, Zip Code]

RE: PAYOFF REQUEST - Construction Loan

Borrower: [Borrower Name]

Loan Number: [Loan Account Number]

Property Address: [Project/Property Address]

Maturity Date: [Date of Loan Maturity]

To Whom It May Concern,

This letter serves as a formal request for a payoff statement regarding the above-referenced construction loan, which is reaching its maturity date. We are preparing to facilitate the final payoff of the outstanding balance.

Please provide a formal payoff statement calculated through [Closing Date] including the following information:

- Principal balance remaining
- Accrued interest through the payoff date
- Daily interest per diem rate
- Outstanding construction holdbacks or retainage amounts
- Any applicable discharge or administrative fees
- Wiring instructions for the delivery of funds

If there are any pending draw requests or inspections that will affect this final balance, please notify the undersigned immediately.

Please deliver the statement via email to [Email Address] or via fax to [Fax Number] no later than [Required Date].

Thank you for your prompt assistance in closing out this construction project.

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]

[Phone Number]