

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Lender Name]

[Lender Department, e.g., Loan Servicing]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Intent to Pay Off Balloon Payment

Loan Number: [Your Loan Number]

Property Address: [Address of the Commercial Property]

Dear [Contact Person Name or Loan Officer],

This letter serves as formal notification that I intend to pay off the full remaining balance of the above-referenced commercial mortgage loan, including the final balloon payment due on **[Maturity Date]**.

Please provide a formal Payoff Statement calculated through **[Proposed Payoff Date]**. I request that the statement include the following details:

- The exact principal balance remaining.
- Accrued interest through the payoff date.
- The specific balloon payment amount.
- Any applicable prepayment penalties or exit fees.
- Daily interest (per diem) amount.
- Wiring instructions for the delivery of funds.

I anticipate the payoff funds will be delivered via **[Wire Transfer/Refinance Proceeds/Cash]**. Please send the Payoff Statement to my attention via email at **[Your Email]** or via fax at **[Your Fax Number]** by **[Date you need the statement by]**.

Upon receipt of the full payment, I expect the prompt release of the lien and the delivery of the original recorded mortgage discharge documents.

Thank you for your assistance. Please contact me at [Your Phone Number] if you require additional information.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]