

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**RE: Payoff Statement - Forbearance Agreement Modification**

**Loan Number:** [Insert Loan Number]

**Property Address:** [Insert Property Address]

Dear [Borrower Name],

Pursuant to your request, this letter provides the total payoff amount required to satisfy the terms of your Forbearance Agreement and the underlying Loan Modification Agreement as of [Payoff Date].

The total amount required for full payoff is: **\$(Total Amount)**

This payoff figure is broken down as follows:

- **Principal Balance:** \$[Amount]
- **Accrued Interest:** \$[Amount]
- **Deferred Forbearance Balance:** \$[Amount]
- **Late Fees/Administrative Charges:** \$[Amount]
- **Escrow Advances (Taxes/Insurance):** \$[Amount]
- **Recording/Release Fees:** \$[Amount]

**Payment Instructions:**

Funds must be received no later than [Time] on [Payoff Date]. Please submit payment via wire transfer or certified check using the following information:

Bank Name: [Insert Bank Name]

Routing Number: [Insert Routing Number]

Account Number: [Insert Account Number]

Reference: [Insert Loan Number]

**Important Notice:**

If payment is not received by the date specified above, additional interest will accrue at a daily rate of \$[Daily Interest Amount]. After [Expiration Date], this payoff statement will expire, and a new quote must be requested.

Upon receipt and verification of the total payoff funds, the lien on the subject property will be released, and the Forbearance Agreement will be considered satisfied in full.

Sincerely,

[Lender Representative Name]  
[Title]  
[Lending Institution Name]  
[Phone Number]