

10 DAY PAYOFF LETTER

To: _____
From: _____

Re: Payoff Information

This letter serves as a formal request for a full payoff statement related to the loan identified below. The undersigned intends to pay the full amount required to satisfy the loan in full within ten (10) calendar days following receipt of the requested payoff figures. Please provide a detailed payoff statement including all principal balances, accrued interest, fees, and any other charges necessary to fully satisfy the loan obligation.

Loan Information:

Borrower Name: _____
Loan Number: _____
Property/Vessel Description: _____

Payoff Delivery Instructions:

Please send the payoff statement and any necessary documents or instructions for payoff to the undersigned at the address or contact information provided below. If there are any special conditions or requirements for payoff, please include such information in your response.

Contact Information for Payoff:

Name: _____
Address: _____
Phone: _____
Email: _____

Acknowledgment of Terms:

The undersigned acknowledges that this is a binding request for payoff information and agrees to remit the full payoff amount within ten (10) calendar days of receipt of the payoff statement. Failure to remit the full payoff amount within this period may result in additional fees, interest, or legal actions as permitted under applicable United States laws and the terms of the original loan agreement.

Legal Compliance:

This payoff letter and any resulting transactions are subject to all applicable United States federal, state, and local laws. Nothing herein shall be construed to waive any rights or remedies available to the parties under said laws or the terms of the original loan agreement.

Signature and Date:

Signature: _____
Printed Name: _____
Title (if applicable): _____
Date: _____

REQUESTOR'S SIGNATURE

LENDER'S AUTHORIZED SIGNATURE

Signature: _____

Signature: _____

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