

Beneficiary Loan Payoff Statement

Date: [Insert Date]

To: [Beneficiary Name]

Address: [Beneficiary Address]

Dear [Beneficiary Name],

This letter serves as a formal payoff statement for the loan referenced below:

Loan Number: [Insert Loan Number]

Loan Amount: [Insert Original Loan Amount]

Current Remaining Balance: [Insert Remaining Balance]

Payoff Amount (as of [Insert Payoff Date]): [Insert Payoff Amount]

Please note that this payoff amount is valid until [Insert Expiration Date]. If you have any questions regarding this statement or the loan, feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[Contact Information]