

# Loan Payoff Amount Breakdown

Date: [Insert Date]

To: [Borrower's Name]  
[Borrower's Address]  
[City, State, Zip Code]

Dear [Borrower's Name],

We are providing you with a detailed breakdown of your loan payoff amount for the business loan associated with account number [Account Number]. Please find the details below:

Description	Amount
Principal Balance	[\$[Principal Balance]]
Accrued Interest	[\$[Accrued Interest]]
Fees (if any)	[\$[Fees]]

**Total Payoff Amount:** \$[Total Payoff Amount]

Please ensure that the total payoff amount is received by [Insert Due Date] to complete your loan payoff process.

Should you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your business.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[Phone Number]