**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

**PAYOFF AUTHORIZATION**

${Seller1Fullname}

${Seller1ForwardingAddress}

${Seller1ForwardingAddressCSZ}

RE: ${PropertyAddress}, ${PropertyCity}, ${StateName} ${PropertyZip}

        ${FileNumber}

ATTN: Payoff Department  
  
Let this letter serve as my/our instruction and authorization for you to provide CLOSELINE SETTLEMENTS with the figures and information necessary to payoff this loan in full, including daily interest. The Original Note, marked “PAID” and/or Certificate of Satisfaction, should be forwarded to CLOSELINE SETTLEMENTS immediately following payment in full of this loan.

${Date-Today-Numbers}  
  
  
  
${Seller1Signature}

SS#  ${Seller1SSN}  
  
  
${Seller2Signature}

SS#  ${Seller2SSN}