

Sample Payoff Request Letter

Please use this form as a guide in preparing a request for payoff. Shown below is a sample of a request for payoff of an existing loan with Churchill. Items shown in bold are the minimum items of information which we need to process a request for payoff.

YOUR LETTER HEAD

July 8, 2005

Mail to:

Mr. Joe Lising
VP Finance
Churchill Mortgage Corporation, Inc.
5959 West Century Blvd.
Suite 1400
Los Angeles, CA 90045
OR Via Fax 310-670-4946

RE: Payoff Request
PROPERTY NAME/BORROWER NAME
PROPERTY ADDRESS
LOAN NUMBER

Dear Joe,

Please forward your demand for payment in full for the above-mentioned loan which is intended to be paid in full on **DATE OF PAYOFF** which is **30 days prior to this notice.**

Upon completion, please forward demand to:

YOUR CONTACT INFORMATION

Should you have any questions regarding this payoff request, please contact **YOUR NAME AND PHONE NUMBER.**

Sincerely,

YOUR SIGNATURE

YOUR NAME