

Date;

From:

PAY OFF DEPARTMENT

Bank name:

RE: Loan Number #

Customer:

To Whom It May Concern:

I am requesting you allow _____ to pay the loan off and satisfy all liens. The pay off amount as of: _____ good through _____ is \$ _____. Enclosed please find an Official Bank Check to pay off loan, please process check enclosed and render this account paid.

This document is to serve as an authorization letter to allow;

_____ to pay off the loan. Please send the Vessel Title and the Original Satisfaction of Mortgage/ Lien Release to the Address below.

Name & address.

Thank you, for your prompt attention in this matter.

Yours truly,

Your name