REQUEST FOR PAYOFF, RELEASE LETTER AND UCC TERMINATION

Date: [DATE]

To: [FACTORING COMPANY LEGAL NAME], [ADDRESS], Attention: [CONTACT NAME OR CLIENT SERVICES]

From: [YOUR COMPANY LEGAL NAME], [YOUR ADDRESS]

Re: Factoring agreement dated [AGREEMENT DATE], client number [CLIENT NUMBER]

We are giving notice that we intend to end our factoring agreement effective [END DATE], in line with the notice and termination terms of the agreement. Please send us the following in writing:

1. A payoff statement good through [PAYOFF DATE] showing every amount you say is owed, itemized, including any termination or early-exit fee, and the reserves and rebates you will release to us.

2. A release letter addressed to each of our customers who received a notice of assignment, telling them to stop paying [FACTORING COMPANY LEGAL NAME] and to pay [YOUR COMPANY LEGAL NAME or NEW FACTOR LEGAL NAME] from [DATE] onward.

3. A UCC-3 termination statement for the financing statement filed against us with the [STATE] Secretary of State, file number [UCC FILE NUMBER], to be filed once the payoff is received. If our new factor will pay the payoff, please confirm you will deliver the release letters and file the UCC-3 when its payment clears.

Please also tell us how payments on invoices you purchased will be handled after the end date, and send a final accounting of reserves within [NUMBER] days after the payoff.

Send everything to [YOUR EMAIL]. If our new factor is involved, please copy [NEW FACTOR CONTACT NAME] at [NEW FACTOR EMAIL].

Signed

[YOUR COMPANY LEGAL NAME] — By: _____ Name: [NAME] Title: [TITLE] Date: _____