

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: NOTICE OF FINAL PAYOFF AND RELEASE OF SUBORDINATED DEBT

Loan Reference Number: [Loan Number]
Borrower: [Borrower Name]
Original Loan Amount: [Original Amount]

Dear [Contact Person Name],

This letter serves as formal notification that the above-referenced subordinated debt, including all principal, accrued interest, and applicable fees, has been paid in full as of [Date of Final Payment].

As a result of this final payoff, the [Name of Loan Agreement] dated [Original Agreement Date] is hereby terminated. [Borrower Name] is hereby released from all further obligations and liabilities associated with this specific debt instrument.

By acknowledging this letter, [Lender Name] confirms that:

- The total outstanding balance is now \$0.00.
- Any liens or security interests held by the Lender in connection with this subordinated debt are hereby released.
- The Lender will file any necessary termination statements (such as UCC-3 filings) to reflect this release within [Number] business days.

Please sign and return the enclosed copy of this letter to confirm receipt and the discharge of the debt.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Borrower Company Name]

Acknowledge and Agreed:

[Lender Representative Signature]

Date: _____
Title: _____