

Date: [Insert Date]

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Subject: Notice of Loan Satisfaction and Escrow Refund

Dear [Borrower Name],

Congratulations! We are pleased to inform you that your mortgage loan with [Lending Institution Name] has been paid in full. This letter serves as your final statement and notification regarding the closure of your account.

Account Summary:

- Final Payoff Amount Received: \$[Amount]
- Date of Payoff: [Insert Date]
- Account Balance: \$0.00

Escrow Refund Information:

Following the final audit of your escrow account, we have determined that there is a remaining surplus. Please find the details of your refund below:

- Remaining Escrow Balance: \$[Amount]
- Refund Method: [Check / Direct Deposit]
- Estimated Delivery Date: [Insert Date]

If you are receiving a check, it will be mailed to the following address: **[Insert Mailing Address]**. If this address is incorrect, please contact us immediately.

Next Steps:

We will file a satisfaction of mortgage or reconveyance document with the county recorder's office to release our lien on your property. You should receive confirmation of this filing within [Number] days.

Please retain this letter for your permanent records, as you may need it for tax purposes or when selling the property in the future.

If you have any questions, please contact our Customer Service Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name/Department]

[Lending Institution Name]