

[Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

RE: Confirmation of Full Payoff and Cancellation of Foreclosure Sale

Loan Number: [Insert Loan Number]
Property Address: [Insert Property Address]

Dear [Borrower Name],

This letter serves as formal confirmation that [Lender/Servicer Name] has received the certified funds in the amount of \$[Insert Amount] as full and final payoff of the above-referenced mortgage loan.

As a result of this full payoff, please be advised of the following:

- The foreclosure sale previously scheduled for [Date of Sale] has been officially cancelled.
- The loan account is now closed and shows a zero balance.
- [Lender/Servicer Name] has initiated the process to release the lien on the property and will file a Satisfaction of Mortgage (or Deed of Reconveyance) with the County Recorder's Office.

Please allow [Number] business days for the official recording of the release. You will receive the original recorded documents once the process is complete.

If you have any further questions regarding this matter, please contact our Payoff Department at [Phone Number].

Sincerely,

[Name of Representative]
[Title]
[Lender/Servicer Name]