

[Sender Name]  
[Sender Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Lender or Recipient Name]  
[Institution Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Verification of Closing Costs Payment**

**Loan Number:** [Loan Number]

**Property Address:** [Property Address]

To Whom It May Concern,

This letter serves to formally verify that the closing costs associated with the mortgage for the property listed above have been paid in full.

The total amount of \$[**Total Amount**] was remitted on [**Payment Date**] via [**Method of Payment: e.g., Wire Transfer/Cashier's Check**]. These funds were designated to cover all applicable settlement charges, including but not limited to, origination fees, title insurance, taxes, and recording fees as outlined in the Final Closing Disclosure.

Attached to this letter, please find the following supporting documentation:

- Copy of the Final Closing Disclosure (Signed)
- Proof of Payment / Wire Confirmation
- [Additional Document, if applicable]

Please update your records to reflect that all financial obligations regarding the closing process for this transaction have been satisfied. If you require any further information or documentation, please contact me directly at [Phone Number].

Sincerely,

[Signature]

[Sender Name (Printed)]