

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

[Date]

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

RE: FINAL PAYOFF CONFIRMATION AND RELEASE OF LIEN

Loan Number: [Loan Account Number]
Property Address: [Collateral Property Address]

Dear [Borrower Name/Representative Name],

This letter serves as formal notification that [Lender Name] has received the final payment for the commercial mortgage loan referenced above. We are pleased to confirm that the loan has been paid in full and the account is now closed.

Payoff Details:

- Final Payment Amount Received: \$[Amount]
- Date Payment Processed: [Date]
- Ending Principal Balance: \$0.00

Release of Documents:

As a result of this payoff, [Lender Name] has initiated the process to release the mortgage/deed of trust recorded against the property. The Satisfaction of Mortgage (or local equivalent) will be filed with the [County/City] Recorder's Office. You should receive the original recorded release documents within [Number] business days, depending on local government processing times.

Escrow Balances:

Any remaining funds in your escrow or impound accounts will be refunded to you via [Check/Wire] within [Number] days of this notice.

Thank you for your business. If you have any questions regarding this final confirmation, please contact our Loan Servicing Department at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Name and Title]

[Lender Name]