

Date: [Insert Date]

To:

United States Department of Agriculture
Rural Development
[Insert Local Office Address]
[City, State, Zip Code]

RE: Payoff Funds Remittance

Borrower Name: [Insert Borrower Name]
Account Number: [Insert Account Number]
Property Address: [Insert Property Address]
Payoff Amount: \$[Insert Amount]
Anticipated Closing Date: [Insert Date]

To Whom It May Concern,

Enclosed please find the payoff funds for the above-referenced USDA Rural Development loan. These funds are being remitted to satisfy the outstanding mortgage balance in full as of the date of this letter.

Please process this payment and ensure that the following actions are completed:

- Apply the funds to the principal balance, interest, and any applicable fees.
- Release the lien on the property located at the address listed above.
- Forward the recorded Satisfaction of Mortgage or Lien Release to the address provided below.
- Refund any remaining escrow balance or overage directly to the borrower.

Remittance Details:

Check/Wire Reference Number: [Insert Number]
Sender Name: [Insert Name/Title Company]

If there are any discrepancies or if additional information is required, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Organization]

Return Document Address:
[Insert Name]

[Insert Mailing Address]
[City, State, Zip Code]