

Date: [Insert Date]

To:

[Recipient Name/Financial Institution]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Approved Net Payoff Amount to Satisfy Lien

Account/Loan Number: [Insert Number]

Collateral/Property Address: [Insert Description/Address]

Dear [Contact Name],

This letter serves as official notification that the net payoff amount required to fully satisfy the lien held against the above-referenced property has been approved.

Payoff Details:

- **Principal Balance:** \$[0.00]
- **Accrued Interest:** \$[0.00]
- **Fees/Other Charges:** \$[0.00]
- **Total Net Payoff Amount:** \$[0.00]

This payoff amount is valid through [**Insert Expiration Date**]. A daily interest charge of \$[0.00] will accrue after this date.

Upon receipt of the funds in the amount specified above, the lien will be released, and the relevant release documents will be filed with the appropriate county or state agency. Please remit payment via [Wire Transfer/Certified Check] using the following instructions:

[Insert Payment Instructions/Bank Details Here]

If you have any questions regarding this payoff statement, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Authorized Signature]

[Title]

[Company Name]