

**Date:** [Insert Date]

**To:**

[Lender/Financial Institution Name]

[Payoff Department Address]

[City, State, Zip Code]

**RE: Payoff Funds Remittance**

**Account Number:** [Insert Loan Account Number]

**Property/Collateral Address:** [Insert Address if applicable]

**Borrower Name(s):** [Insert Name of Borrower(s)]

To Whom It May Concern,

Please find enclosed/attached the remittance of funds in the amount of **[\$[Insert Exact Amount]]**. These funds are intended to serve as the full and final payoff for the above-referenced account.

The payment is based on the payoff quote received on [Insert Date Quote was Issued], which remains valid through [Insert Expiration Date of Quote].

Upon receipt and processing of these funds, please perform the following:

- Close the account and mark the balance as paid in full.
- Release any liens or security interests held against the collateral.
- Send the official "Paid in Full" letter and any recorded release documents to the address listed below.
- Refund any remaining escrow overage or credit balances to the borrower.

If there are any discrepancies or if additional funds are required to finalize the closure, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address]

[Your Phone Number]