

[Lender Name]  
[Lender Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Approval of Partial Mortgage Payoff Request**

Loan Number: [Insert Loan Number]  
Property Address: [Insert Property Address]

Dear [Borrower Name],

We are writing to formally approve your request to make a partial payoff on the above-referenced mortgage loan.

**Payment Details:**

- Approved Partial Payoff Amount: \$[Amount]
- Date Payment Must Be Received: [Date]
- Method of Payment: [e.g., Wire Transfer, Certified Check]

**Application of Funds:**

Upon receipt, these funds will be applied directly to the principal balance of your loan. Please note that this partial payoff will reduce your total outstanding balance and the amount of interest accrued over time; however, unless otherwise agreed upon in writing, your regularly scheduled monthly payment amount will remain the same.

**Updated Loan Status:**

Following the processing of this payment, your new estimated principal balance will be \$[New Balance]. An updated mortgage statement reflecting this transaction will be mailed to you during the next billing cycle.

If you have any questions regarding this approval or the payment instructions, please contact our Customer Service Department at [Phone Number] or [Email Address].

Sincerely,

[Name of Authorized Representative]  
[Title]  
[Lender Name]