

[Date]

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

Subject: Confirmation of Partial Mortgage Payoff

Dear [Borrower Name],

This letter serves as official confirmation that we have received and processed your partial payoff payment in the amount of \$[Amount] on [Date Received].

Your mortgage account details have been updated as follows:

- **Loan Number:** [Loan Number]
- **Principal Reduction:** \$[Amount Applied to Principal]
- **New Outstanding Principal Balance:** \$[New Balance]

Please note that this payment was applied directly to your principal balance. Unless a formal loan recast was requested and approved, your regularly scheduled monthly payment amount remains [Monthly Payment Amount] and is due on [Next Due Date].

We recommend keeping this letter for your financial records. If you have any questions regarding this transaction or your remaining balance, please contact our customer service department at [Phone Number] or visit our website at [Website].

Sincerely,

[Authorized Signatory Name]
[Department Name]
[Lending Institution Name]