

**Date:** [Insert Date]

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

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

**Property Address:** [Insert Property Address]

Subject: Confirmation of Partial Mortgage Payoff

Dear [Borrower Name],

This letter serves as a formal receipt and confirmation that we have received and processed your partial payoff payment in the amount of **#[Insert Amount]** on **[Insert Date Received]**.

This payment has been applied toward the principal balance of your mortgage. Please find your updated loan details below:

- **Previous Principal Balance:** #[Insert Amount]
- **Partial Payoff Amount Applied:** #[Insert Amount]
- **New Remaining Principal Balance:** #[Insert Amount]

Please note that this was a partial payoff only. Your regular monthly mortgage payments will remain due as scheduled unless you have been formally notified of a re-amortization or payment adjustment in writing.

If you have any questions regarding this receipt or your remaining balance, please contact our customer service department at [Insert Phone Number] or visit our website at [Insert Website].

Sincerely,

[Name of Representative/Department]  
[Lending Institution Name]