

[Date]

[Borrower Name]  
[Co-Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**RE: Notice of Terms Update Following Partial Mortgage Payoff**

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

Dear [Borrower Name],

We are writing to confirm that we have received and processed your partial payoff (principal reduction) payment in the amount of \$[Amount] on [Date].

As a result of this payment, the terms of your mortgage loan have been updated as follows:

- **New Principal Balance:** \$[Amount]
- **Remaining Term:** [Number of Months/Years]
- **New Monthly Payment Amount:** \$[Amount] (Principal and Interest)
- **Effective Date of New Payment:** [Date]

Please note that your next scheduled payment due on [Date] should reflect the new amount listed above. If you have an automatic payment (ACH) set up through our institution, the amount will be adjusted automatically. If you use a third-party bill pay service, please update your payment instructions accordingly.

All other terms and conditions of your original Promissory Note and Security Instrument remain in full force and effect.

If you have any questions regarding these changes, please contact our Customer Service Department at [Phone Number] or visit our website at [Website URL].

Sincerely,

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