

[Company Name/Lender Logo]

[Lender Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Confirmation of Subordinate Debt Payoff and Release

Loan Account Number: [Account Number]
Property/Asset Description: [Description, e.g., Address or Serial Number]

To [Borrower Name],

This letter serves as formal confirmation that the subordinate debt owed by [Borrower Name] to [Lender Name] under the loan agreement dated [Original Loan Date] has been paid in full as of [Payoff Date].

We acknowledge receipt of the final payment in the amount of \$[Amount Paid]. With this payment, all financial obligations, including principal, interest, and applicable fees associated with this subordinate position, have been satisfied.

As a result of this payoff:

- The subordinate lien against the property/asset located at [Asset Address/Description] is hereby released.
- Any security interests held by [Lender Name] regarding this specific debt are terminated.
- [Lender Name] will file the necessary documents with [County/Registry Office] to record the satisfaction of the mortgage/lien within [Number] business days.

Please retain this letter for your records as evidence that the subordinate debt is no longer outstanding. If you have any questions regarding this release, please contact our loan department at [Phone Number].

Sincerely,

[Signature]

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