

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

[Date]

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

RE: Notice of Loan Satisfaction

Loan Account Number: [Account Number]
Original Loan Amount: \$[Amount]
Date of Final Payment: [Date]

Dear [Borrower Name],

This letter serves as formal notification that the loan referenced above has been paid in full. [Lender Name] acknowledges receipt of the final payment and confirms that all financial obligations regarding this account have been satisfied.

As of [Date], the balance on this account is \$0.00. [Lender Name] no longer holds any interest in the collateral associated with this loan (if applicable). Any liens held by the lender will be released and the necessary documents will be filed with the appropriate government agencies within [Number] business days.

Please retain this letter for your records as proof of loan payoff. We recommend providing a copy to your insurance company and local records office if necessary.

Thank you for your business. If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

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