

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

[Date]

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

Subject: Confirmation of Mortgage Loan Payoff

Dear [Borrower Name],

This letter serves as official notification that your mortgage loan with [Lender Name], associated with account number [**Loan Account Number**], has been paid in full as of [Date of Final Payment].

We confirm that the outstanding principal balance, interest, and any applicable fees have been settled. As a result, you have no further financial obligation to [Lender Name] regarding this specific loan.

Next Steps:

- **Release of Lien:** We are in the process of filing the necessary Satisfaction of Mortgage or Release of Lien documents with the [County Name] Recorder of Deeds. You should receive the recorded document within [Number] business days.
- **Escrow Balance:** Any remaining funds in your escrow account will be issued to you via check within [Number] days.
- **Insurance and Taxes:** Please notify your homeowners insurance company and local property tax office that the mortgage has been satisfied, as you will now be responsible for direct billing.

Congratulations on achieving this milestone. If you have any questions, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Authorized Signature]
[Name and Title]
[Lender Name]