

**Date:** [Insert Date]

**To:**

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**Subject: Notice of Loan Satisfaction and Release**

Dear [Borrower Name],

This letter serves as official notification that the loan referenced below has been paid in full and is now satisfied.

**Loan Information:**

- **Loan Account Number:** [Insert Account Number]
- **Original Loan Amount:** [Insert Amount]
- **Date of Final Payment:** [Insert Date]
- **Collateral (if applicable):** [Insert Description of Property/Asset]

As of [Insert Date], [Lender Name] confirms that you have no further financial obligations under this specific loan agreement. All liens or security interests held by us regarding this loan have been released.

Accompanying this letter, you will find the following documents (if applicable):

- The original Promissory Note marked "Paid in Full."
- A recorded Release of Mortgage or Lien Satisfaction document.

Please retain this letter and the enclosed documents for your permanent records. We recommend notifying your insurance carrier and local records office if necessary.

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Lender Name]