

Date: [Date]

Lender Name: [Lender Name]

Address: [Lender Street Address]

City, State, Zip: [City, State, Zip]

Borrower Name(s): [Borrower Name(s)]

Property Address: [Full Property Address]

Loan Number: [Account/Loan Number]

Subject: Mortgage Payoff Satisfaction Letter

To Whom It May Concern,

This letter serves as official notification and certification that the mortgage loan referenced above has been paid in full. As of [Date of Final Payment], the outstanding balance, including all principal, interest, fees, and escrow requirements, has been satisfied.

The lender hereby acknowledges that it no longer holds a security interest in the property located at [Property Address]. We have initiated the process to release the lien and will file the necessary Satisfaction of Mortgage (or Reconveyance) documents with the [County Name] County Recorder's Office.

Please retain this letter for your permanent records as evidence that the debt has been extinguished. Any remaining funds in your escrow account will be refunded to you within [Number] business days via [Method of Refund].

If you have any questions regarding the closing of this account, please contact our customer service department at [Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Lender Name]