

[Lender Name]  
[Lender Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Notice of Mortgage Satisfaction and Escrow Overage Refund**

Account Number: [Loan Number]

Dear [Borrower Name],

We are pleased to inform you that the mortgage loan referenced above has been paid in full. Congratulations on reaching this milestone.

**1. Satisfaction of Mortgage**

The formal Certificate of Satisfaction (or Release of Mortgage) has been sent to the [County Name] Recorder's Office for official filing. You should receive the recorded original document directly from the county within [Number] business days.

**2. Escrow Overage Refund**

Following the final reconciliation of your account, we have identified an overage in your escrow account. Enclosed with this letter, please find a check for the remaining balance.

**Refund Amount:** \$[Amount]

**Check Number:** [Check Number]

Please note that you are now responsible for the direct payment of your property taxes and homeowner's insurance premiums. We recommend notifying your insurance agent and the local taxing authority that the mortgage has been satisfied.

If you have any questions regarding your payoff or this refund, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Authorized Representative Name]  
[Department Name]  
[Lender Name]