

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

[Date]

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

RE: Satisfaction of Mortgage and Escrow Overage Refund

Loan Number: [Insert Loan Number]
Property Address: [Insert Property Address]

Dear [Borrower Name],

We are pleased to inform you that the mortgage loan referenced above has been paid in full. We appreciate the opportunity to have served your mortgage needs.

Satisfaction of Mortgage:

The original Note and Mortgage/Deed of Trust have been cancelled. We have submitted the necessary Satisfaction of Mortgage (or Release of Lien) documents to the [County Name] Recorder's Office for official filing. You should receive the recorded original directly from the county office within [Number] days.

Escrow Overage Refund:

Following the final payoff of your account, a review of your escrow account was conducted. We have determined that there is a remaining surplus in the amount of **\$[Amount]**.

Please find the enclosed check for the full amount of your escrow overage. If you have already received this refund via electronic transfer, please retain this letter for your records.

Tax and Insurance Information:

Please note that [Lender Name] will no longer be responsible for the payment of your property taxes or homeowners insurance. You must contact your local taxing authority and your insurance agent immediately to ensure all future billings are sent directly to you.

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

Sincerely,

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

Enclosure: Refund Check #[Check Number]