

DATE: [Insert Date]

LENDER: [Insert Lender Name]

BORROWER: [Insert Borrower/Entity Name]

LOAN NUMBER: [Insert Loan Number]

PROPERTY ADDRESS: [Insert Property Address]

RE: LETTER OF FULL SATISFACTION AND RELEASE OF LIABILITY

To Whom It May Concern,

This letter serves as formal acknowledgment that [Insert Lender Name] ("Lender") has received the sum of \$[Insert Amount] as full and final payment in connection with the short sale of the commercial property located at [Insert Property Address].

In consideration of this payment, Lender hereby agrees to the following:

- **Satisfaction of Debt:** Lender accepts the aforementioned sum as full satisfaction of the outstanding balance owed under the Loan Agreement and Promissory Note dated [Insert Date].
- **Release of Lien:** Lender shall execute and deliver all necessary documents to release the Mortgage/Deed of Trust currently recorded against the property.
- **Release of Liability:** Lender hereby waives any and all rights to pursue a deficiency judgment against [Insert Borrower Name] and any associated guarantors for the remaining balance of the original debt.
- **Account Status:** The loan account will be closed and reported to applicable credit agencies as "Settled for less than full balance" or the equivalent status.

This release is contingent upon the successful closing of the sale and the receipt of certified funds as outlined in the approved Settlement Statement.

Should you have any questions regarding this release, please contact [Insert Contact Person] at [Insert Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Lender Name]