

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

[Date]

**RE: FULL PAYOFF AND RELEASE OF CROSS-COLLATERALIZED LOANS**

**Loan Numbers:** [List all Loan Numbers included in the cross-collateralization]

**Borrower:** [Borrower Name]

**Guarantor(s):** [Guarantor Name(s)]

**Collateral Addresses:** [List all physical addresses or legal descriptions of properties]

To Whom It May Concern:

This letter serves as formal notification that all obligations, principal, interest, and fees associated with the above-referenced cross-collateralized loans have been paid in full as of [Date of Final Payment].

By receipt of this payment, [Lender Name] acknowledges full satisfaction of the debt. The Lender hereby agrees to:

- Release any and all liens, mortgages, and security interests held against the properties and assets securing these loans.
- Execute and record formal Satisfactions of Mortgage or Reconveyances for each of the properties associated with these accounts.
- Terminate any UCC Financing Statements filed in relation to these cross-collateralized obligations.
- Issue a "Paid in Full" status to all relevant credit reporting agencies.

Please forward the original recorded release documents and the cancelled promissory notes to the following address within [Number] days:

[Mailing Address for Documents]  
[City, State, Zip Code]

If there are any remaining escrow balances or overpayments, please issue a refund check payable to [Payee Name] at the address listed above.

Sincerely,

[Authorized Signature]  
[Typed Name]  
[Title/Capacity]