

[Date]

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

RE: Notification of Private Mortgage Insurance (PMI) Cancellation

Loan Number: [Loan Number]

Dear [Borrower Name],

We are writing to formally notify you that the Private Mortgage Insurance (PMI) coverage on your mortgage loan has been cancelled. This cancellation is the result of the full satisfaction and payoff of your loan obligation on [Date of Loan Payoff].

As your loan has been paid in full, you are no longer required to make monthly PMI premium payments. Any funds held in your escrow account related to future insurance premiums will be reconciled and returned to you as part of your final payoff statement balance or via a separate refund check within [Number] business days.

The termination of this insurance coverage is effective as of [Cancellation Date].

If you have any questions regarding this notification or your final account statement, please contact our Customer Service Department at [Phone Number] or [Email Address].

Congratulations on satisfying your mortgage loan.

Sincerely,

[Name of Loan Servicer/Financial Institution]
[Department Name]
[Contact Information]