

Date: [Insert Date]

Borrower Name: [Insert Borrower Name]

Borrower Address: [Insert Borrower Address]

Lender Name: [Insert Lender Name]

Lender Address: [Insert Lender Address]

**RE: NOTICE OF PROMISSORY NOTE CANCELLATION AND REFINANCE
SATISFACTION**

Original Loan Account Number: [Insert Account Number]

Original Loan Amount: [Insert Amount]

Original Loan Date: [Insert Date]

To [Borrower Name],

This letter serves as official notification and confirmation that the Promissory Note dated [Insert Original Date] between [Borrower Name] and [Lender Name] has been fully satisfied and is hereby cancelled.

The balance of the aforementioned loan has been paid in full through a refinancing agreement dated [Insert Refinance Date] under Account Number [Insert New Account Number]. As a result of this refinance, the Lender acknowledges that all financial obligations, interest, and principal associated with the original Promissory Note have been discharged.

By execution of this letter, the Lender releases any and all liens, security interests, or claims held against the Borrower or the Borrower's assets related specifically to the original Promissory Note mentioned above.

The original Promissory Note is now considered null and void. Please retain this letter for your permanent records as proof of debt satisfaction.

Sincerely,

Authorized Signature

[Insert Name of Lender Representative]

[Insert Title]

ACKNOWLEDGMENT OF RECEIPT (Optional)

I, [Borrower Name], acknowledge receipt of this cancellation notice.

Borrower Signature
Date: _____