

Date: [Insert Date]

To:

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

Subject: Notice of FHA Loan Satisfaction and Mortgage Insurance Premium (MIP) Refund

Dear [Borrower Name],

We are writing to formally notify you that your FHA mortgage loan for the property located at [Property Address], under FHA Case Number [Insert Case Number], has been paid in full and is now satisfied as of [Insert Payoff Date].

As a result of this payoff, you may be eligible for a partial refund of the Upfront Mortgage Insurance Premium (UFMIP) paid at the time of your loan closing. Please note that eligibility for a refund is determined by the U.S. Department of Housing and Urban Development (HUD) based on the following criteria:

- The loan was originated after September 1, 1983.
- The loan was paid in full within the first three to seven years of the policy (depending on your specific loan origination date).
- You are not refinancing into another FHA-insured mortgage (in which case a credit may be applied to the new loan instead).

Our records indicate that your loan status has been updated in the HUD system. HUD is responsible for processing and issuing these refunds. You can check the status of your potential refund or update your mailing address by contacting HUD directly:

- **HUD Website:** <https://entp.hud.gov/dsw/public/main.cfm>
- **HUD Phone:** 1-800-697-6967
- **Email:** sf.premiums@hud.gov

If you are eligible, HUD will typically mail a check to your last known address within 45 days of the loan payoff being reported. Please ensure your contact information is current with HUD to avoid delays.

Thank you for the opportunity to have serviced your mortgage.

Sincerely,

[Lender/Service Name]
[Department Name]
[Contact Phone Number]