

**Date:** [Date]

**Lender (Seller):** [Seller Name]

**Address:** [Seller Address]

**City, State, Zip:** [Seller City, State, Zip]

**Borrower (Buyer):** [Buyer Name]

**Property Address:** [Legal Property Address]

**Loan Reference Number:** [Loan Number, if applicable]

**Subject: Notice of Early Payoff and Mortgage Satisfaction**

To Whom It May Concern,

This letter serves as formal notification and confirmation that the mortgage loan held by [Seller Name] for the property located at [Property Address] has been paid in full by [Buyer Name] as of [Date of Final Payment].

The total payoff amount of \$[Amount] was received and processed, representing the remaining principal balance, accrued interest, and any applicable early payoff fees as agreed upon in the original Promissory Note and Deed of Trust/Mortgage dated [Date of Original Loan].

As the Lender, I hereby acknowledge that all financial obligations regarding this private mortgage have been satisfied. I agree to execute and deliver the following documents to the Borrower or the appropriate County Recorder's Office within [Number] days:

- A signed and notarized Release of Lien or Satisfaction of Mortgage.
- The original Promissory Note marked "Paid in Full."
- Any other documents required by local jurisdiction to clear the title.

The Borrower is now released from all further payment obligations under the terms of the aforementioned mortgage.

Sincerely,

\_\_\_\_\_  
[Seller Signature]

[Seller Printed Name]

**Notary Acknowledgement** (If required by state law):

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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Notary Public