

Date: [Insert Date]

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

Re: Release of Promissory Note dated [Date of Original Note]

Dear [Lender Name],

This letter serves as formal notification and acknowledgment that the Promissory Note dated [Date of Original Note], in the original principal amount of \$[Amount], executed by [Borrower Name] in favor of [Lender Name], has been paid in full.

The final payment in the amount of \$[Final Payment Amount] was made on [Date of Final Payment] via [Method of Payment]. This payment covers all remaining principal, interest, and any applicable fees associated with the aforementioned debt.

By accepting this final payment, the Lender hereby:

- Acknowledges full satisfaction of the debt.
- Releases the Borrower from any and all further obligations, liabilities, and claims arising from the Promissory Note.
- Agrees to terminate any security interest or collateral held as a guarantee for this loan.

Please return the original Promissory Note marked "PAID IN FULL" to the Borrower at the address listed below within [Number] days of receipt of this letter.

Sincerely,

[Lender Signature]  
[Lender Printed Name]

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### **Acknowledgment of Receipt and Release**

I, [Lender Name], hereby acknowledge receipt of full and final payment for the Promissory Note described above and hereby release [Borrower Name] from all obligations thereunder.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_