

**Date:** [Insert Date]

**Lender:** [Insert Lender Name]

**Address:** [Insert Lender Address]

**Borrower:** [Insert Borrower Name]

**Address:** [Insert Borrower Address]

**RE: TERMINATION OF PROMISSORY NOTE AND RELEASE OF MORTGAGE**

To Whom It May Concern,

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

The Lender hereby acknowledges receipt of the final payment and confirms that all financial obligations under the aforementioned Promissory Note are satisfied. Consequently, the Promissory Note is hereby terminated and cancelled.

Furthermore, the Lender hereby releases and discharges the Mortgage/Deed of Trust dated [Insert Date of Mortgage], recorded in [Insert County/City Name] County, State of [Insert State], as Document Number [Insert Number] or at Book [Insert Book Number], Page [Insert Page Number].

The Lender agrees to execute and provide any additional documentation required by the local land records office to formally clear the title of the property located at:

**Property Address:** [Insert Full Legal Address of Property]

Sincerely,

\_\_\_\_\_  
[Insert Lender Signature]  
[Insert Printed Lender Name]

**NOTARY ACKNOWLEDGMENT**

State of [Insert State]  
County of [Insert County]

On this [Insert Day] day of [Insert Month], 20[Insert Year], before me personally appeared [Insert Lender Name], known to me to be the person described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

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Notary Public  
My Commission Expires: [Insert Expiration Date]