

**Date:** [Insert Date]

**To:**

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**RE: NOTICE OF RELEASE OF PROMISSORY NOTE**

Dear [Borrower Name],

This letter serves as formal notice that the Promissory Note dated [Original Date of Note], in the original principal amount of \$[Amount], has been satisfied in full.

As of [Date of Final Payment], all principal, interest, and associated fees have been paid. Consequently, [Lender Name] hereby releases [Borrower Name] from any and all further obligations, liabilities, and claims arising under the aforementioned Promissory Note.

Any security interest or collateral held as a guarantee for this debt is hereby terminated and released. [Optional: The original Promissory Note marked "PAID IN FULL" is enclosed with this letter.]

Please retain this document for your permanent records as proof that the debt has been discharged.

Sincerely,

[Lender Signature]

[Lender Printed Name]

[Lender Title, if applicable]

[Lender Address/Contact Information]