

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Lending Institution Name]
[Loan Department Address]
[City, State, Zip Code]

RE: Payoff and Release of Cross-Collateralized Liens

Primary Loan Account Number: [Account Number]

Collateral Description: [Description of Property/Asset]

To Whom It May Concern,

This letter serves as a formal request for a final payoff statement regarding the above-referenced loan. I intend to pay this obligation in full on [Planned Payoff Date].

As this loan is subject to cross-collateralization clauses involving other accounts or properties, I specifically request the following upon receipt of the full payoff amount:

- A full release of the lien held against [Description of Specific Asset to be Released].
- The execution and filing of all necessary Satisfaction of Mortgage or UCC-3 Termination Statements with the appropriate county or state agencies.
- Confirmation that no other obligations under the cross-collateralization agreement remain outstanding that would prevent the clear title of the aforementioned asset.

Please provide a written payoff statement that includes the principal balance, daily interest accrual, and any applicable release fees. Furthermore, please confirm in writing that the specific collateral mentioned will be released from all cross-default and cross-collateralization provisions once this payment is processed.

Please send the payoff statement and confirmation to [Email Address] or fax it to [Fax Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]