

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: Confirmation of Full Repayment and Release of Security Interest

Dear [Debtor Name],

This letter serves as formal confirmation that the secured obligation owed to [Creditor Name] under the [Loan Agreement/Promissory Note Name] dated [Original Date of Agreement] has been paid in full.

The total outstanding balance, including all principal, interest, fees, and costs, was satisfied on [Date of Final Payment].

As a result of this full repayment, [Creditor Name] confirms the following:

- The debt is considered settled and the account is closed.
- Any and all security interests, liens, or encumbrances held against the collateral described as [Description of Collateral/Asset] are hereby released.
- The Creditor will file the necessary termination statements (such as UCC-3 filings) or discharge documents with the appropriate government agencies within [Number] days.

Please retain this letter as evidence of your release from the aforementioned obligation. If you have any questions, please contact [Name/Department] at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]