

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

[Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

Subject: CONFIRMATION OF MORTGAGE PAYOFF

Dear [Borrower Name],

This letter serves as official notification that your mortgage loan with [Lender Name] has been paid in full.

Loan Details:

- **Loan Number:** [Account Number]
- **Property Address:** [Property Address]
- **Payoff Date:** [Date Payment Received]
- **Total Amount Paid:** \$[Amount]

We confirm that the lien on the property mentioned above has been satisfied. We have initiated the process to release the mortgage/deed of trust with the appropriate County Recorder's Office. You should receive the recorded release document within [Number] days, depending on local government processing times.

If you have an escrow account, any remaining balance will be refunded to you via check within [Number] business days. Please ensure your mailing address remains updated with us for this purpose.

Please retain this letter for your permanent records. We recommend notifying your homeowners insurance company that the mortgage has been satisfied.

Thank you for the opportunity to serve your mortgage needs. If you have any questions, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Authorized Signature]
[Printed Name/Title]
[Lender Name]