

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

[Date]

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

**Re: Mortgage Payoff Acknowledgment**

Loan Account Number: [Loan Number]  
Property Address: [Property Address]

Dear [Borrower Name],

We are pleased to inform you that we have received the final payment for the mortgage loan referenced above. This letter serves as formal acknowledgment that the loan has been paid in full as of [Date of Final Payment].

As a result of this payoff, [Lender Name] no longer holds a security interest in the property. We have initiated the process to release the lien on your property and will file the necessary "Satisfaction of Mortgage" or "Release of Lien" documents with the [County/Local] Recorder's Office.

Please note the following details regarding your account closure:

- **Escrow Balance:** Any remaining funds in your escrow account will be refunded to you via check within [Number] business days.
- **Documents:** You will receive the original Note and Deed of Trust marked "Paid" once the recording process is complete.
- **Insurance/Taxes:** You are now responsible for the direct payment of your property taxes and homeowners insurance premiums. Please notify your insurance agent and the local tax assessor's office of this change.

Congratulations on paying off your mortgage. If you have any questions regarding this notice, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Signature]  
[Name of Representative]  
[Title]  
[Lender Name]