

[Title Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Mortgage Payoff Confirmation

Property Address: [Full Property Address]
Loan Number: [Mortgage Loan Number]
Borrower(s): [Borrower Full Name(s)]
Escrow/File Number: [Internal File Number]

To Whom It May Concern,

This letter serves as formal notification that [Title Company Name] has remitted the full payoff amount for the above-referenced mortgage loan. Please find the payment details below:

- **Payoff Amount:** \$[0.00]
- **Date Remitted:** [Date]
- **Method of Delivery:** [Wire Transfer / Overnight Check]
- **Reference/Tracking Number:** [Reference Number]

We request that you process this payment and issue a formal Release of Lien or Satisfaction of Mortgage in the public records for [County Name] County. Please forward a copy of the recorded release to our office upon completion.

If there are any discrepancies or if further information is required to close this account, please contact [Closer Name] at [Phone Number] immediately.

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]
[Title Company Name]