

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

[Date]

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

RE: Mortgage Payoff Confirmation

Loan Number: [Account Number]

Dear [Borrower Name],

This letter serves as official notification that the residential mortgage loan for the property located at [Property Address] has been paid in full.

As of [Date of Final Payment], the outstanding balance, including all principal, interest, and applicable fees, has been satisfied. Your account is now closed, and you no longer have any financial obligation to [Lender Name] regarding this specific loan.

Next Steps:

- **Lien Release:** We have initiated the process to release the lien on your property. The Satisfaction of Mortgage (or Reconveyance) document will be sent to the [County/Local Land Records Office] for recording.
- **Escrow Funds:** Any remaining funds in your escrow account will be issued via check to your mailing address on file within [Number] business days.
- **Insurance and Taxes:** Please notify your homeowners insurance company and local tax taxing authority that the mortgage has been paid off, as you are now responsible for direct payments.

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

Sincerely,

[Representative Name]
[Title]
[Lender Name]