

[Current Date]

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

**RE: Mortgage Payoff Confirmation**

Loan Number: [Old Loan Number]

Dear [Borrower Name],

This letter serves as formal notification that the mortgage loan associated with the property listed above has been paid in full as of [Payoff Date].

The total payoff amount of \$[Amount] was received from [New Lender/Title Company Name] to satisfy the outstanding balance of your refinance transaction.

**Next Steps:**

- **Lien Release:** We will process the Release of Mortgage/Satisfaction of Mortgage with the county recorder's office. You should receive the recorded document within [Number] days.
- **Escrow Balance:** Any remaining funds in your escrow account will be refunded to you via check within [Number] business days.
- **Automatic Payments:** Please ensure that any automatic monthly payments scheduled through your personal bank are canceled immediately.

Thank you for the opportunity to have serviced your loan. If you have any questions regarding this final statement, please contact our customer service department at [Phone Number].

Sincerely,

[Representative Name]  
[Lending Institution Name]  
[Contact Information]