



Payoff Department

Our File: SAMPLE

Re: Loan No.:
Property: 123 Main Street, Anytown, PA 12345
Borrowers: Mr. Seller, Mrs. Seller
Forwarding Address: 123 Main Street, Anytown, PA 12345

To Whom It May Concern:

Enclosed is a check representing full payment of the referenced loan.

Please:

- Notify this office immediately if the amount enclosed is insufficient to satisfy the loan in full.
- Return, as soon as possible, the original loan documents, appropriately marked as paid and satisfied in full, and all requisite documents for releasing the lien of record.

LIEN INFORMATION: Mortgage recorded in the Office of the Recorder of Deeds for the County of Delaware, Pennsylvania.

- Refund all excess funds, including balance in escrow account, if any, directly to the Borrowers at the forwarding address above.
- Refer to our file number with any and all correspondence.

Sincerely,

Settlement Agent