

# Letter of Acknowledgment for Loan Deficiency Balance Settlement

Date: [Insert Date]

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

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

Subject: Acknowledgment of Loan Deficiency Balance Settlement

Dear [Lender's Name],

I am writing to formally acknowledge the settlement of my loan deficiency balance regarding loan number [Insert Loan Number]. I appreciate your cooperation in reaching this settlement.

As agreed upon, I have made the final payment of [Insert Amount] on [Insert Payment Date], and this letter serves to confirm that the loan deficiency balance has been settled in full. I request that you provide me with written confirmation of this settlement for my records.

Thank you for your assistance throughout this process. If you need any further information or documentation, please do not hesitate to contact me.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Phone Number]  
[Your Email Address]