



# CHICAGO TITLE AND TRUST COMPANY

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PHONE:

FAX:

Loan No.:

Borrower:

Escrow No.:

Order No.:

Enclosed is our check in the amount of \_\_\_\_\_ for the cancellation of the indebtedness secured by the property noted above. This indebtedness is secured by documents, as noted on the following page, recorded/ filed as document no(s)

**It is the direction and request of your borrower(s) that the debt be paid off, their account closed and terminated, and the security documents canceled and released of record.**

In the event that our funds are insufficient to satisfy the outstanding indebtedness, we, as agent for your borrower(s), hereby direct you to deposit our draft or check immediately and apply the monies as a partial payment against the unpaid balance. Your borrower(s) hereby affirm responsibility for any unpaid balance. In any and all events, INCLUDING REVOLVING CREDIT, you are directed by your borrower(s) to terminate and cancel the credit agreement and NOT TO EXTEND FURTHER CREDIT THEREUNDER. Third parties (e.g., lenders secured by and purchasers of the property) are relying on your compliance.

**If you are unable to comply with the foregoing you must notify us immediately.**

**Please forward and any documentation which you may wish returned directly to your borrower at the following address:**

Please note that any refund checks for excess interest, escrow account funds, or other items should be delivered to your borrower.

**Do not return the release deed to Chicago Title and Trust Company.**

**NOTE: We will issue a CERTIFICATE OF RELEASE in this transaction for the mortgage(s) being paid.**

**YES \_\_\_\_\_ NO \_\_\_\_\_**

Your prompt attention to this matter is appreciated.

Borrower (s) : \_\_\_\_\_

Sincerely,

Escrowee \_\_\_\_\_