

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Satisfaction of Mortgage / Release of Lien

Borrower(s): [Borrower Names]

Loan Number: [Loan Account Number]

Property Address: [Full Property Address]

Legal Description: [Insert Legal Description or Deed Book/Page Reference]

To Whom It May Concern,

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

Pursuant to state law, please execute and record a formal Release of Lien, Mortgage Satisfaction, or Reconveyance document with the [County Name] County Recorder's Office to officially discharge the debt from the public record.

Once the release has been recorded, please forward a copy of the recorded document or a confirmation of the discharge to the following address:

[Name]

[Mailing Address]

[City, State, Zip Code]

If there are any outstanding fees required to process this release, or if additional information is needed, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Typed Name]