

Date: [Insert Date]

Lender Name: [Insert Lender Name]

Lender Address: [Insert Lender Address]

City, State, Zip: [Insert City, State, Zip]

Borrower Name: [Insert Borrower Name]

Property Address: [Insert Property Address]

Loan Account Number: [Insert Loan Number]

SUBJECT: SATISFACTION OF MORTGAGE AND RELEASE OF LIEN

To Whom It May Concern:

This letter serves as formal notice that the mortgage loan held by [Lender Name] regarding the property located at [Property Address] has been paid in full. The final payment was received and processed on [Date of Final Payment].

By way of this document, [Lender Name] hereby acknowledges full satisfaction of the debt and releases all interest in the aforementioned property. The lien previously held against this property is hereby discharged.

Included with this letter are the following original documents (if applicable):

- The Original Promissory Note marked "Paid in Full."
- The Recorded Mortgage/Deed of Trust.
- A signed and notarized Release of Mortgage / Satisfaction of Mortgage document.

The Lender has filed, or will file within [Number] days, the necessary discharge documents with the [County/City] Recorder of Deeds to officially clear the title. Please retain this letter for your permanent records as proof that the mortgage has been satisfied.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Company Name]

NOTARY ACKNOWLEDGMENT

State of [State]

County of [County]

On this [Day] of [Month], [Year], before me personally appeared [Name of Signer], known to me to be the person who executed the within instrument and acknowledged to me that they executed the same for the purposes therein stated.

Notary Public Signature

My Commission Expires: [Date]