

[Date]

Lender Name: [Lender Name]

Address: [Lender Address]

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

Borrower Name: [Borrower Name]

Property Address: [Property Address]

Loan Number: [Loan Number]

Subject: Satisfaction and Release of Subordinate Mortgage

To Whom It May Concern,

This letter serves as formal notification that the subordinate mortgage (junior lien) held by [Lender Name] regarding the property located at [Property Address] has been paid in full.

The original mortgage was recorded on [Date of Recording] in the official records of [County Name] County, State of [State], under Book [Book Number], Page [Page Number], or Instrument Number [Instrument Number].

By execution of this letter, the Lender acknowledges that all financial obligations associated with this subordinate loan have been satisfied. The Lender hereby releases the lien and directs the County Recorder/Clerk to cancel and discharge the mortgage of record.

Please find the enclosed formal Release/Satisfaction of Mortgage document to be filed with the appropriate local land records office.

Sincerely,

[Signature of Authorized Representative]

[Printed Name]

[Title]

[Phone Number]

Notary Acknowledgement

State of [State]

County of [County]

On this [Date], before me personally appeared [Name of Representative], known to me to be the person described in and who executed the foregoing instrument.

Notary Public Signature