

Date: [Insert Date]

Lender Name: [Insert Lending Institution Name]

Address: [Insert Lender Address]

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

Borrower Name: [Insert Borrower Full Name]

Loan Number: [Insert Loan Account Number]

Property Address: [Insert Full Property Address]

Subject: Notice of Mortgage Satisfaction and Release of Lien

To Whom It May Concern,

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

The lender acknowledges that all financial obligations regarding this loan have been satisfied. Consequently, the lien held by [Insert Lender Name] against the property located at [Insert Property Address] is hereby released.

The following information describes the recorded security instrument:

- **Original Loan Amount:** \$[Insert Amount]
- **Recording Date:** [Insert Date]
- **Book/Volume:** [Insert Number]
- **Page/Sequence:** [Insert Number]
- **County/Office:** [Insert County where recorded]

The lender has filed, or is in the process of filing, a formal Satisfaction of Mortgage (or Reconveyance) with the appropriate county recorder's office to ensure a clear title is reflected in public records.

Please retain this letter for your records as evidence that the debt has been discharged in full.

Sincerely,

[Authorized Signature]

[Printed Name and Title]

[Lender Name]