

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notification of Mortgage Satisfaction

Dear [Customer Name],

We are pleased to inform you that we have received your final mortgage payment for the property located at [Property Address]. This letter serves as formal acknowledgment that your mortgage loan account number [Account Number] has been paid in full.

Congratulations on reaching this significant milestone. We have updated our records to show a zero balance on this account.

Next Steps:

- **Release of Lien:** We are currently processing the release of the mortgage lien. The formal satisfaction or discharge document will be filed with the [County Name] Recorder of Deeds.
- **Escrow Balance:** Any remaining funds in your escrow account will be refunded to you via check within [Number] business days.
- **Future Taxes and Insurance:** Please note that you are now responsible for making direct payments for your property taxes and homeowners insurance. We will notify your local taxing authority and insurance provider of this change.

If you have any questions regarding your closed account or the documentation mentioned above, please contact our Customer Service Department at [Phone Number].

Thank you for choosing [Lender Name] for your home financing needs.

Sincerely,

[Name of Representative]
[Title]
[Lender Name]