

Date: [Insert Date]

To:

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: Notice of Mortgage Satisfaction and Lien Discharge

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

We are pleased to inform you that the mortgage loan referenced above has been paid in full. As a result, the lien held by [Lender Name] against the property located at [Insert Property Address] has been fully discharged.

Please find the following information regarding the release of your mortgage:

- **Date of Final Payment:** [Insert Date]
- **Document Type:** Satisfaction of Mortgage / Release of Lien
- **Recording Jurisdiction:** [Insert County/City Name]
- **Recording Date:** [Insert Date, if already recorded]
- **Instrument/Book/Page Number:** [Insert Reference Numbers]

The formal release document has been sent to the [Insert County Recorder/Land Registry Office] for official recording. Once the recording process is complete, the original document will be [mailed to you at the address above / kept on file].

You should retain this notice for your permanent records. We recommend contacting your local taxing authority and homeowners insurance provider to notify them that the mortgage has been satisfied.

Congratulations on reaching this milestone. If you have any questions, please contact our customer service department at [Insert Phone Number].

Sincerely,

[Name of Authorized Signer]

[Title]

[Lender Name]