

Date: [Insert Date]

From:

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

To:

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

RE: NOTICE OF FULL MORTGAGE SATISFACTION

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

This letter serves as formal notification that the mortgage loan referenced above has been paid in full. We acknowledge that all financial obligations associated with this loan were satisfied as of [Date of Final Payment].

As a result of this full payment, [Lender Name] has released its lien on the property. We have initiated the process to file a Satisfaction of Mortgage (or Release of Lien) with the [County Name] Recorder's Office to officially discharge the mortgage from the public record.

Enclosed with this letter, please find the following original documents (if applicable):

- The Promissory Note marked "Paid in Full"
- The Recorded Release of Mortgage (or a copy of the filing)

Please retain these documents for your permanent records. You should contact your local taxing authority and homeowners insurance provider to inform them that the mortgage has been satisfied and to update the billing information for future payments.

Congratulations on the successful repayment of your mortgage. If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

[Authorized Signature]
[Printed Name and Title]
[Lender Name]