

[Date]

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

RE: Notice of Mortgage Satisfaction / Release of Lien

Loan Number: [Loan Number]
Property Address: [Legal Property Address]

Dear [Borrower Name],

This letter serves as formal notification that the mortgage loan held by [Lender Name] regarding the property mentioned above has been paid in full.

We have processed the Satisfaction of Mortgage (or Release of Lien) document. This document has been sent to the [County Name] County Recorder's Office for official filing. Once recorded, the public records will reflect that the lien against your property has been discharged.

Enclosed with this letter, please find the following documents for your records:

- The original Promissory Note marked "Paid in Full."
- A copy of the Satisfaction of Mortgage / Release of Lien.

Please retain these documents in a safe place. You are responsible for notifying your homeowners insurance company and the local property tax office that the mortgage has been satisfied, if applicable.

Congratulations on paying off your mortgage. If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

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