

[Date]

[Lender/Mortgagee Name]

[Lender Address]

[City, State, Zip Code]

[Borrower/Mortgagor Name]

[Borrower Address]

[City, State, Zip Code]

RE: Satisfaction of Mortgage and Release of Lien

Loan Number: [Insert Loan Number]

Property Address: [Insert Full Legal Property Address]

Recording Information: [Insert Book/Page or Instrument Number of Original Mortgage]

To Whom It May Concern,

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

[Lender Name] hereby acknowledges full satisfaction and discharge of the debt secured by the mortgage deed dated [Original Mortgage Date] and recorded in the [Name of County] County Records Office.

By execution of this document, the lien on the property is hereby released. The lender will file the necessary Satisfaction of Mortgage or Release of Lien documents with the appropriate county recorder's office within the timeframe required by state law.

If there are any questions regarding the release of this lien, please contact [Contact Name/Department] at [Phone Number].

Sincerely,

[Signature of Authorized Representative]

[Printed Name]

[Title]

[Lender Name]

NOTARY ACKNOWLEDGMENT

State of [State]

County of [County]

On [Date], before me personally appeared [Name of Representative], known to me to be the person who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

Notary Public

My Commission Expires: [Date]