

To: [Lender/Mortgage Company Name]

Address: [Lender Address]

Loan Number: [Your Loan Number]

Date: [Current Date]

Subject: Apology for Delay in Recording Mortgage Satisfaction

Dear [Contact Name or Department],

I am writing to formally apologize for the delay in recording the satisfaction of mortgage for the property located at [Property Address].

The mortgage was paid in full on [Date of Final Payment]. However, due to [reason for delay, e.g., an oversight/administrative error/confusion regarding local filing requirements], the formal release was not recorded with the [County/City] Recorder's Office within the expected timeframe.

I understand that this delay may have caused inconvenience or administrative issues for your records. Please be advised that I have now [taken action, e.g., submitted the paperwork/hired a title company] to ensure the satisfaction is recorded immediately.

If there are any additional fees or steps required from my end to finalize this process, please notify me as soon as possible.

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]