

[Date]

[County Recorder Name]
[County Name] Recorder's Office
[Office Address]
[City, State, Zip Code]

RE: Explanation for Delayed Recording of Mortgage Satisfaction / Deed of Release

To the County Recorder,

This letter is submitted to provide a formal explanation regarding the delay in recording the Satisfaction of Mortgage for the property identified below:

- **Property Address:** [Full Property Address]
- **Original Document Number / Book and Page:** [Recording Reference Number]
- **Original Grantor/Borrower:** [Name of Borrower]
- **Original Grantee/Lender:** [Name of Lender]
- **Date of Loan Payoff:** [Date]

The recording of this satisfaction document was delayed due to [Reason for delay, e.g., administrative oversight, processing delays during a merger, or lost original documentation].

The underlying obligation has been fully satisfied and paid in full. We request that you accept the enclosed Satisfaction of Mortgage for recording at this time to clear the title of the aforementioned property.

Enclosed please find the original Satisfaction of Mortgage and the required recording fees. Please return the recorded document to the address listed below.

Sincerely,

[Signature]

[Printed Name]
[Company Name, if applicable]
[Phone Number]
[Return Mailing Address]