

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Escrow Agent Name/Title]  
[Escrow Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Notification of Delayed Mortgage Satisfaction Recording**

Escrow Number: [Insert Escrow Number]  
Property Address: [Insert Property Address]  
Original Lender: [Insert Lender Name]  
Loan Number: [Insert Loan Number]

Dear [Escrow Agent Name],

I am writing to formally notify you regarding a delay in the recording of the Mortgage Satisfaction (or Release of Lien) for the property referenced above. Although the mortgage was paid in full through your escrow account on [Date of Closing/Payoff], the public records in [Insert County Name] County still do not reflect the discharge of this debt.

As the escrow agent responsible for handling the payoff and ensuring the clear transfer of title, I request that you perform the following actions:

- Verify that the payoff funds were successfully received and processed by the lender.
- Contact the lender to confirm the status of the Satisfaction of Mortgage document.
- Determine if the document has been sent to the County Recorder's office or if it was returned for corrections.
- Provide an estimated timeline for when the recording will be completed.

This delay is impacting [state reason, e.g., a pending refinancing / a subsequent sale / the final closing of the file]. Please provide a status update or a copy of the recorded instrument within [Insert Number, e.g., 5 or 10] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]