

Date: [Insert Date]

To: Internal Compliance Department / Mortgage Servicing Review Board

From: [Insert Department Name/Manager Name]

Subject: Internal Acknowledgment of Delayed Mortgage Satisfaction Recording

LOAN DETAILS:

Borrower Name: [Insert Borrower Name]

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Payoff Date: [Insert Date of Full Payoff]

This letter serves as a formal internal acknowledgment that the Satisfaction of Mortgage (Release of Lien) for the above-referenced loan was not recorded within the statutory timeframe required by [Insert State] law.

Reason for Delay:

[Insert Brief Explanation, e.g., Administrative Error, Missing Document, Recording Office Rejection]

Corrective Actions Taken:

- The Satisfaction of Mortgage was officially sent for recording on [Insert Date].
- Verification of recording was confirmed on [Insert Date] under Instrument/Sequence Number [Insert Number].
- Internal workflow controls have been updated to prevent recurrence.

The Mortgage Servicing Department acknowledges this compliance exception and has documented this instance in the quarterly audit log. No further penalties or consumer complaints have been identified at this time.

Signed,

[Signature]

[Name of Responsible Officer]

[Title]