

Date: [Insert Date]

To:

[Borrower Name]

[Property Address]

[City, State, Zip Code]

Re: Notice of Delayed Recording of Mortgage Satisfaction

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

This letter is to inform you that the Mortgage/Deed of Trust associated with the above-referenced loan has been paid in full as of [Insert Payoff Date].

We are currently processing the Satisfaction of Mortgage (or Release of Lien) document to be filed with the [Insert County Name] County Recorder's Office. Please be advised that there is a delay in the recording of this document due to [Insert Reason for Delay, e.g., high volume of filings / administrative processing times / county recording backlogs].

We anticipate that the document will be officially recorded by [Insert Estimated Date]. Once the recording process is complete, a copy of the recorded satisfaction will be sent to you for your records, or you may obtain a copy directly from the County Recorder's Office.

This delay does not affect the status of your loan payoff. Your account remains closed and paid in full.

If you have any questions regarding this notice, please contact our Customer Service Department at [Insert Phone Number] or via email at [Insert Email Address].

Sincerely,

[Name of Representative]

[Title]

[Lending Institution Name]