

[Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

RE: Notice of Pending Resolution - Mortgage Satisfaction Recording

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

This letter serves as a formal update regarding the recording of the Satisfaction of Mortgage for the property located at the address listed above. Our records indicate that your mortgage has been paid in full; however, the official recording of the release with the County Recorder's office is currently in a **Pending Resolution** status.

The delay in finalizing this recording is due to the following reason(s):

- [Insert Reason: e.g., County processing backlog / Missing notary seal / Document correction in progress]

Please be assured that we are actively working to resolve this matter. We anticipate the resolution and final filing to be completed by [Estimated Date]. Once the document has been successfully recorded, you will receive a final confirmation notice for your records.

No further action is required from you at this time. We apologize for any inconvenience this delay may cause.

If you have any questions, please contact our Lien Release Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Representative]
[Title]
[Lending Institution Name]