

[Company Name]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Notification of Delay in Recording Mortgage Satisfaction

Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Borrower Name],

We are writing to inform you of a delay regarding the recording of your Mortgage Satisfaction (Release of Mortgage) for the property referenced above.

While your loan has been paid in full, our internal systems recently experienced a technical outage. This system failure has temporarily interrupted our ability to process and transmit the necessary legal documentation to the County Recorder's office for filing.

Please be assured that your account remains closed and in good standing. Our technical team is working to resolve the issue, and we will submit your satisfaction documents for recording as soon as the system is fully restored.

No further action is required on your part. Once the recording process is complete, you will receive a formal confirmation or a copy of the recorded document for your records.

We apologize for this inconvenience and appreciate your patience.

Sincerely,

[Your Name/Signature]
[Title]
[Company Name]