

**Date:** [Insert Date]

**To:** [Borrower Name]

**Address:** [Borrower Address]

**City, State, Zip:** [City, State, Zip]

**RE: Notice of Delay in Recording Mortgage Satisfaction**

**Property Address:** [Insert Property Address]

**Loan Number:** [Insert Loan Number]

**Title File Number:** [Insert File Number]

Dear [Borrower Name],

We are writing to provide you with an update regarding the recording of the Satisfaction of Mortgage (or Release of Lien) for the property referenced above. Our records indicate that the underlying loan was paid in full on [Insert Payoff Date].

Please be advised that there is a delay in the official recording of this satisfaction with the [Insert County Name] County Recorder's office. This delay is due to:

- [Select one: Processing backlogs at the lender's office / County recording office delays / Missing documentation from the previous lienholder]

We want to assure you that your loan has been successfully paid off and the title company is actively following up with the lender and the county to ensure the release is recorded as soon as possible. No further action is required from you at this time.

Once the document has been officially recorded, we will notify you or provide a copy of the recorded instrument for your records.

If you have any questions regarding this matter, please contact our office at [Insert Phone Number] or via email at [Insert Email Address].

Sincerely,

[Your Name/Representative Name]

[Title Company Name]

[Phone Number]