

[Date]

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

RE: Notice of Processing Delay - Mortgage Satisfaction Recording

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

We are writing to provide you with an update regarding the recording of the Satisfaction of Mortgage for your recently paid-in-full loan.

Please be advised that we are currently experiencing a processing delay with our third-party recording vendor. While your mortgage has been fully satisfied in our systems, the official filing with the [Insert County/Parish Name] Recorder's Office is taking longer than initially anticipated.

We are working closely with our vendor to ensure your documents are recorded as quickly as possible. Once the recording is complete, the county will return the original document to us, and a copy will be forwarded to you for your records.

No further action is required on your part at this time. We apologize for any inconvenience this delay may cause.

If you have any questions, please contact our Customer Service Department at [Insert Phone Number] between the hours of [Insert Hours of Operation].

Sincerely,

[Lender Name]
[Lender Department]
[Lender Phone Number]