

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

[Date]

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

**RE: Notice of Mortgage Satisfaction and Lien Release**

Loan Account Number: [Account Number]

Dear [Borrower Name],

We are pleased to inform you that the mortgage loan associated with the property located at [Property Address] has been paid in full.

As a result of this final payment, [Lender Name] has initiated the process to discharge the lien held against your property. Please find the following information regarding the release of documentation:

- **Satisfaction of Mortgage:** The official Discharge/Satisfaction of Mortgage document has been sent to the [County Name] Recorder of Deeds for filing.
- **Recorded Documents:** Once the county has processed the filing, the original recorded release will be mailed to you at the address on file.
- **Escrow Balance:** Any remaining funds in your escrow account will be issued to you via check within [Number] business days.

Congratulations on reaching this milestone. No further payments are required for this account. We recommend that you contact your local taxing authority and homeowners insurance provider to update your billing information, as the lender will no longer be managing these payments.

If you have any questions, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Authorized Signature]  
[Name and Title]  
[Lender Name]