

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

[Date]

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

**RE: NOTICE OF LIEN RELEASE AND SATISFACTION OF MORTGAGE**

Loan Number: [Insert Loan Number]  
Property Address: [Insert Full Legal Description or Street Address]

To Whom It May Concern,

This letter serves as official notification that the residential mortgage held by [Lender Name] on the property located at the address referenced above has been paid in full.

The debt secured by the Mortgage/Deed of Trust dated [Date of Original Mortgage] and recorded in the [County Name] County Records in Book [Book Number], Page [Page Number], or Instrument Number [Instrument Number], is hereby satisfied and discharged.

[Lender Name] has filed the necessary "Satisfaction of Mortgage" or "Release of Lien" documents with the County Recorder's Office to formally release the lien from the property title. Please allow [Number] days for the county records to reflect this change.

Copies of the recorded release documents are attached for your records. If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title]  
[Lender Name]