

[Date]

[County Clerk Name]

[County Clerk Office Address]

[City, State, Zip Code]

**RE: Recording of Mortgage Satisfaction / Release of Lien**

Dear County Clerk,

Please find enclosed the original Mortgage Satisfaction piece for recording in your official records. This document confirms the full payment and satisfaction of the mortgage described below:

- **Mortgagor(s):** [Borrower Name(s)]
- **Mortgagee:** [Lender Name]
- **Original Mortgage Date:** [Date]
- **Recording Date:** [Date]
- **Book/Liber:** [Number]
- **Page:** [Number]
- **Instrument Number:** [Number]
- **Property Address:** [Full Legal Address]

Also enclosed is a check in the amount of \$[Amount] for the required recording fees. Please record this satisfaction and return the recorded document to the following address:

[Name/Company Name]

[Return Address]

[City, State, Zip Code]

If there are any issues or additional fees required, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]