

Date: [Insert Date]

From:

[Current Mortgage Holder Name]

[Address]

[City, State, Zip Code]

To:

[Borrower Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Mortgage Satisfaction and Release of Lien

Loan Number: [Insert Loan Number]

Property Description: [Insert Legal Description/Address]

Dear [Borrower Name],

This letter serves as official notification that the mortgage loan referenced above has been paid in full. We hereby acknowledge final satisfaction of the debt and the transfer of full interest back to you.

Please be advised of the following:

- **Release of Lien:** The original mortgage/deed of trust has been satisfied. We have filed, or are in the process of filing, a Satisfaction of Mortgage (or Release of Lien) with the [Insert County Name] County Recorder's Office.
- **Evidence of Release:** You will receive the recorded release document directly from the county office once processing is complete, typically within [Number] days.
- **Escrow Funds:** Any remaining funds in your escrow account will be refunded to you via check at the address on file within [Number] business days.

No further payments are required. You are now responsible for the direct payment of your property taxes and homeowners insurance premiums.

If you have any questions regarding this transfer of title or the final closing of your account, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]