

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[County Recorder/Registrar of Deeds]
[County Name]
[Office Address]
[City, State, Zip Code]

RE: Recording of Mortgage Satisfaction / Release of Lien

To the County Recorder:

Please find enclosed the original **Mortgage Satisfaction** (or Release of Lien) document for recording regarding the property listed below:

- **Mortgagor(s):** [Names on Original Mortgage]
- **Mortgagee:** [Lender Name]
- **Property Address:** [Full Physical Address]
- **Original Recording Date:** [Date]
- **Document/Instrument Number:** [Number]
- **Book and Page Number:** [Book/Page, if applicable]

Also enclosed is a check in the amount of \$[Amount] for the required recording fees. Please record this document to officially release the lien on the aforementioned property.

Once the recording process is complete, please return the original recorded document to me at the address provided above. I have included a self-addressed, stamped envelope for your convenience.

If there are any issues or if additional fees are required, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

- Original Mortgage Satisfaction / Release Document

- Check for Recording Fees
- Self-addressed Stamped Envelope