

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

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

RE: Notice of Mortgage Satisfaction and Request for Recording

To the County Recorder:

Please find enclosed the original Mortgage Satisfaction piece (or Release of Mortgage) for the property described below. This document serves as official notice that the mortgage has been paid in full and is hereby discharged.

Property and Loan Information:

- **Borrower Name(s):** [Borrower Full Name]
- **Property Address:** [Full Property Address]
- **Original Mortgage Date:** [Date]
- **Original Loan Amount:** \$[Amount]
- **Recording Information:** [Book/Page or Instrument Number]
- **Parcel/Tax ID Number:** [ID Number]

Enclosed is a check in the amount of \$[Amount] to cover the required recording fees. Please record this satisfaction of mortgage in the public records and return the recorded original to the address provided below.

Return Recorded Document To:

[Name/Entity]
[Mailing Address]
[City, State, Zip Code]

If there are any issues regarding this filing, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Typed Name]
[Title/Company Name]