

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Office/Title, e.g., County Recorder's Office]

[Recipient Address]

[City, State, Zip Code]

RE: Letter of Transmittal - Satisfaction of Mortgage

To Whom It May Concern,

Please find enclosed the original Satisfaction of Mortgage document for recording regarding the property listed below:

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

Also enclosed is a check in the amount of \$[Amount] for the required recording fees.

Once the document has been officially recorded, please return the original (or a recorded copy) to the address provided below:

[Name]

[Mailing Address]

[City, State, Zip Code]

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

Sincerely,

[Signature]

[Printed Name]

Enclosures: (2)

1. Satisfaction of Mortgage Document
2. Check for Recording Fees