

[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 Discharge / Satisfaction of Mortgage

Dear County Recorder,

Enclosed please find the original **[Discharge of Mortgage / Satisfaction of Mortgage]** document for the property located at:

Property Address: [Full Property Address]
Legal Description: [Insert Legal Description or Parcel ID Number]

The original mortgage was recorded on [Date] in **Book [Number], Page [Number]**, or as **Instrument Number [Number]**.

I have also enclosed a check (Number: [Check Number]) in the amount of \$[Amount] to cover the required recording fees. Please record this discharge and return the original document, along with the recording confirmation, to the address listed below:

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

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

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

1. Original Signed and Notarized Mortgage Discharge Document

2. Check for Recording Fees
3. Self-Addressed Stamped Envelope