

[Current Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Mortgage Satisfaction and Recording Request

Loan Number: [Your Loan Number]

Property Address: [Full Property Address]

Borrower(s): [Your Full Name(s)]

To Whom It May Concern,

This letter serves as formal notification that the above-referenced mortgage loan has been paid in full as of [Date of Final Payment].

Pursuant to state and local regulations, please perform the following actions:

1. Issue a formal Release of Lien or Certificate of Satisfaction.
2. Forward the original Satisfaction of Mortgage document to the [Name of County] County Recorder's Office for official recording.
3. Provide written confirmation to the borrower once the lien has been officially discharged and recorded.

Please mail the recorded documents or confirmation of the filing to the following address:

[Your Name]

[Mailing Address]

[City, State, Zip Code]

If there are any outstanding fees required to complete this recording, or if additional information is needed, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]