

Date: [Date]

To:

[County Recorder/Registrar of Deeds Office Name]

[Office Address]

[City, State, Zip Code]

RE: Recording of Mortgage Satisfaction / Release of Lien

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

Property Address: [Full Property Address]

Loan Number: [Loan Number]

Original Mortgage Date: [Date of Original Mortgage]

Recording Information: [Book/Page or Instrument Number]

To Whom It May Concern,

This letter serves to formally submit the enclosed Satisfaction of Mortgage (or Release of Lien) for recording in your official records. The debt secured by the above-referenced mortgage has been paid in full.

Please find enclosed the following documents:

- The original executed and notarized Satisfaction of Mortgage / Release of Lien.
- A check in the amount of \$[Amount] for the required recording fees.
- A self-addressed, stamped envelope for the return of the recorded document.

Once the document has been officially recorded, please return the original or a recorded copy to the following address:

[Name/Company Name]

[Mailing Address]

[City, State, Zip Code]

Should you have any questions or require additional information, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Company Name, if applicable]