

[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Official Notice of Mortgage Satisfaction

Loan Number: [Loan Number]
Property Address: [Full Legal Property Address]

Dear [Borrower Name],

This letter serves as official notification that the mortgage held by [Lender Name] regarding the property referenced above has been paid in full.

A Certificate of Satisfaction (or Release of Mortgage) has been executed and submitted for recording to the [County Name] Recorder's Office. This document officially releases the lien held against your property.

Recording Details:

- Date Recorded: [Recording Date]
- Instrument/Document Number: [Document Number]
- Book/Page Number: [Book/Page Number, if applicable]

Please retain this notice for your permanent records. Depending on your local jurisdiction, you may receive the original recorded document directly from the county clerk's office within the coming weeks.

Congratulations on the successful repayment of your mortgage. If you have any further questions, please contact our Customer Service Department.

Sincerely,

[Authorized Signature]
[Name and Title]
[Lender Name]