

[Date]

To the Estate of [Deceased Name],
c/o [Executor/Administrator Name]
[Mailing Address]
[City, State, Zip Code]

RE: Mortgage Satisfaction Acknowledgment

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

Dear [Name of Executor/Administrator],

This letter serves as formal acknowledgment that the mortgage loan associated with the property listed above has been paid in full and the debt is satisfied.

The lender, [Lender Name], confirms that there is no remaining balance due on this account. As a result of this final payment, we have initiated the process to release the lien held against the property. The formal Release of Mortgage (or Satisfaction of Mortgage) document has been filed or will be filed shortly with the [County Name] Recorder of Deeds.

Please retain this letter for the Estate's records. If any escrow overage exists, a refund check will be issued to the Estate within [Number] business days.

If you have any questions or require further documentation for probate purposes, please contact our customer service department at [Phone Number].

Sincerely,

[Authorized Representative Name]
[Title]
[Lender Name]