

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

[Date]

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

RE: Satisfaction of Mortgage and Release of Lien

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

To Whom It May Concern,

This letter serves as formal notice that the mortgage loan held by [Lender Name] regarding the property located at the address listed above has been paid in full as of [Date of Final Payment].

[Lender Name] hereby certifies that the indebtedness secured by the mortgage dated [Original Mortgage Date], and recorded on [Recording Date] in [County Name] County, [State], in Book/Volume [Number], Page [Number], or Instrument Number [Number], is fully satisfied and discharged.

We have initiated the process to release the lien on the property with the appropriate county recorder's office. You should receive the official recorded Release of Lien document within [Number] business days.

No further payments are required for this account. We recommend that you keep this letter for your permanent records and provide a copy to your insurance company to update your homeowner's policy.

If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]
[Lender Name]