

Date: [Current Date]

To: [County Recorder Name]

[Recorder Office Address]

[City, State, Zip Code]

RE: Recording of Mortgage Satisfaction / Release of Lien

Dear County Recorder,

Please find enclosed an original Mortgage Satisfaction piece (or Release of Lien) for recording in your official records. This document confirms that the mortgage listed below has been paid in full and is now satisfied.

Mortgage Information:

- **Mortgagor (Borrower):** [Borrower Name]
- **Mortgagee (Lender):** [Lender Name]
- **Date of Mortgage:** [Original Date]
- **Recording Date:** [Original Recording Date]
- **Instrument/Document Number:** [Number]
- **Book/Page Number:** [Book/Page, if applicable]
- **Property Address:** [Full Physical Address]
- **Legal Description:** [Insert Legal Description or "See Attached Exhibit A"]

I have enclosed a check in the amount of \$[Amount] to cover the required recording fees. Please return the recorded original to the following address:

[Name]

[Mailing Address]

[City, State, Zip Code]

If there are any issues or additional fees required, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]