

Date: [Insert Date]

To: [Borrower Name(s)]

Property Address: [Insert Primary Residence Address]

Loan Number: [Insert Loan Number]

Subject: NOTICE OF MORTGAGE SATISFACTION AND RELEASE

Dear [Borrower Name(s)],

This letter serves as formal notification that the mortgage loan held by [Lender Name] on your primary residence located at the address referenced above has been paid in full.

We acknowledge receipt of the final payoff amount of \$[Insert Amount] on [Insert Date] as part of your refinance transaction. As a result of this payment, the lien against your property has been satisfied and the underlying promissory note is canceled.

Action Taken:

- The mortgage/deed of trust is officially released.
- We have initiated the process to record a "Satisfaction of Mortgage" or "Release of Lien" with the [County/City] Recorder's Office.
- You should receive the recorded original document directly from the county office within [30-60] business days, depending on local processing times.

If you had an escrow account for property taxes and homeowners insurance, any remaining balance will be refunded to you via check within [Number] business days. Please ensure your insurance provider is notified of the change in mortgage interest.

Thank you for the opportunity to have served your mortgage needs. If you have any questions regarding this release, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name and Title]

[Lender Name]