

**Date:** [Date]

**Borrower Name(s):** [Borrower Name(s)]

**Property Address:** [Full Property Address]

**Loan Number:** [Loan Number]

**Mortgage Recording Information:** [Book/Page/Instrument Number]

**RE: NOTICE OF MORTGAGE SATISFACTION AND RELEASE OF LIEN**

To Whom It May Concern,

This letter serves as formal notice that the mortgage loan associated with the above-referenced property has been paid in full. [Lender Name] hereby acknowledges satisfaction of the debt and confirms that all financial obligations under the mortgage agreement dated [Original Mortgage Date] have been met.

By way of this document, [Lender Name] releases any and all liens, claims, or interests it held in the property located at [Full Property Address].

The necessary documents to discharge this mortgage have been filed (or are being filed) with the [County/City] Recorder's Office to officially clear the title of this encumbrance.

Please retain this letter for your permanent records as evidence that the mortgage is satisfied.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Lender Name]

[Lender Address]

---

**NOTARY ACKNOWLEDGMENT**

(Required for recording purposes)

State of [State]

County of [County]

On this [Date] day of [Month], [Year], before me personally appeared [Name of Signer], known to me to be the person who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

---

Notary Public Signature

My Commission Expires: [Date]