

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

[Date]

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

**RE: Satisfaction of Mortgage / Release of Lien**

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

To Whom It May Concern,

This letter serves as official notification that the mortgage loan associated with the property mentioned above has been paid in full. [Lender Name] hereby acknowledges receipt of the final payment on [Date of Final Payment].

By way of this document, [Lender Name] confirms that the debt is satisfied and the lien held against the property is released. We have filed, or are in the process of filing, a formal Satisfaction of Mortgage with the [Name of County] County Recorder's Office to clear the title.

Please retain this letter for your records as proof that the mortgage has been discharged. If you have any further questions, please contact our customer service department at [Phone Number].

Sincerely,

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