

Date: [Date]

To: [County Recorder Name/Office]
[County Name] County Recorder
[Street Address]
[City, State, Zip Code]

RE: Recording of Mortgage Satisfaction / Release of Lien

Dear County Recorder,

Please find enclosed an original **Mortgage Satisfaction** document (or Release of Mortgage) for recording in your office regarding the property described below:

- **Borrower Name(s):** [Name of Borrower]
- **Original Document Number:** [Recording Number or Book/Page]
- **Original Recording Date:** [Date]
- **Property Address:** [Full Property Address]
- **Legal Description:** [Brief Legal Description or Parcel ID]

Also enclosed is a check (Check #[Number]) in the amount of \$[Amount] to cover the required recording fees.

Once the document has been officially recorded, please return the original (or a recorded copy) to the following address:

[Your Name or Company Name]
[Mailing Address]
[City, State, Zip Code]

If there are any issues with this filing, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosures:

1. Original Mortgage Satisfaction Document
2. Check for Recording Fees
3. Self-Addressed Stamped Envelope