

[Date]

[Borrower Name]

[Co-Borrower Name, if applicable]

[Mailing Address]

[City, State, Zip Code]

**RE: Notice of Mortgage Satisfaction / Mortgage Paid in Full**

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name(s)],

Congratulations! We are pleased to inform you that the mortgage loan referenced above has been paid in full. We have received the final payment and your account balance is now \$0.00.

Please find the following information regarding the closing of your account:

- **Release of Lien:** We have initiated the process to release the lien on your property. The "Satisfaction of Mortgage" (or "Release of Deed of Trust") document will be filed with the [County/City] Recorder's Office.
- **Recorded Documents:** Once the county has processed the release, you will receive the original recorded document or a copy for your records. This typically takes [Number] to [Number] weeks.
- **Escrow Balance:** If there are any remaining funds in your escrow account, a check will be issued and mailed to you within [Number] business days.
- **Property Taxes and Insurance:** Please note that you are now responsible for making direct payments for your property taxes and homeowners insurance premiums, as these will no longer be paid through an escrow account by this institution.

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

Sincerely,

[Name of Authorized Representative]

[Title]

[Lending Institution Name]