

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

[Date]

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

RE: Mortgage Satisfaction and Release Confirmation

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

Dear [Borrower Name],

This letter serves as formal notification that the mortgage loan referenced above has been paid in full. We acknowledge that all financial obligations associated with this account have been satisfied as of [Date of Final Payment].

Please be advised that [Lender Name] has initiated the process to release the lien on the property. The "Satisfaction of Mortgage" (or "Release of Lien") document has been, or will be, filed with the [County Name] Recorder of Deeds. Once recorded, the property will be officially cleared of this specific mortgage lien.

Accompanying this letter, you will find the following documents for your records:

- Original Promissory Note (marked "Paid in Full")
- Copy of the Recorded Release (if available)

We recommend that you retain this letter and the attached documents in a secure location for your permanent records. You may also wish to notify your homeowners insurance provider that the mortgage has been satisfied.

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]
[Title]
[Lender Name]