

Date: [Insert Date]

To:

[Lender/Grantor Name]

[Lending Institution Address]

[City, State, Zip Code]

RE: Notice of Intent to File Satisfaction of [Mortgage/Lien/Deed of Trust]

Account/Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Recording Information: [Insert Book/Page or Instrument Number]

To Whom It May Concern,

This letter serves as formal notice regarding the above-referenced obligation, which was paid in full on [Date of Final Payment].

Pursuant to [State Statute/Local Law], a lender is required to record a Satisfaction of Mortgage or Release of Lien within [Number of Days] days of receiving final payment. As of the date of this letter, our records indicate that the satisfaction has not yet been filed with the [County/City] Recorder's Office.

Please be advised that if the executed Satisfaction of Mortgage or Release is not recorded, or provided to the undersigned for recording, within [Number] days of your receipt of this notice, I intend to pursue all available legal remedies. This may include filing an Affidavit of Satisfaction as permitted by law or seeking statutory penalties and attorney fees.

Please provide confirmation once the document has been submitted for recording.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]