

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Date]

[County Recorder/Clerk Name]
[County Name Office]
[Address Line 1]
[Address Line 2]

RE: Recording of Subsequent Satisfaction of Mortgage

Dear County Recorder,

Enclosed please find an original Satisfaction of Mortgage document for recording. This filing is being submitted to satisfy a mortgage that was previously recorded but requires this subsequent filing to correct or complete the release of the lien.

Original Mortgage Information:

Borrower(s): [Borrower Names]
Date of Mortgage: [Date]
Original Loan Amount: \$[Amount]
Recording Date: [Original Recording Date]
Book/Volume: [Book Number]
Page/Instrument Number: [Page/Instrument Number]

Also enclosed is a check in the amount of \$[Amount] to cover the required recording fees. Once the document has been recorded, please return the original or a recorded copy to our office using the enclosed self-addressed stamped envelope.

If there are any issues or if additional fees are required, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Signature]
[Printed Name]
[Title/Company]

Enclosures:

- Original Satisfaction of Mortgage
- Check for Recording Fees
- Self-Addressed Stamped Envelope