

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

[Date]

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

RE: Notice of Mortgage Satisfaction / Loan Payoff

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

Dear [Borrower Name],

This letter serves as official notification that the mortgage loan referenced above has been paid in full. We received your final payment on [Date of Final Payment], resulting in a zero balance for this account.

We have initiated the process to release the lien on the property. The "Satisfaction of Mortgage" or "Release of Deed of Trust" document will be filed with the [County Name] County Recorder's Office. You should receive the original recorded document or a confirmation notice within [Number] business days, depending on local government processing times.

Please note the following regarding your account:

- **Escrow Balance:** Any remaining funds in your escrow account will be refunded to you via check within [Number] days.
- **Insurance and Taxes:** You are now responsible for the direct payment of property taxes and homeowners insurance premiums. Please notify your insurance agent and the local tax assessor that the lender should be removed from their billing records.

Congratulations on paying off your mortgage. We appreciate the opportunity to have served your home financing needs.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Lender Name]