

Date: [Date]

Lender Name: [Lender Name]

Address: [Lender Street Address]

City, State, Zip: [City, State, Zip]

Borrower Name: [Borrower Name]

Property Address: [Property Address]

Loan Account Number: [Loan Number]

Subject: Notice of Full Mortgage Satisfaction and Release

To Whom It May Concern,

This letter serves as official notification that the mortgage loan referenced above has been paid in full. As of [Date of Final Payment], the outstanding balance, including all principal, interest, and applicable fees, has been satisfied.

According to the terms of the original Promissory Note and Deed of Trust/Mortgage, please perform the following actions:

- Issue a formal "Release of Lien" or "Satisfaction of Mortgage" document.
- File the necessary discharge paperwork with the [County Name] Recorder of Deeds.
- Return the original canceled Promissory Note to the borrower at the address listed above.
- Refund any remaining funds held in the escrow account, if applicable.

Please provide written confirmation once the lien release has been successfully recorded. If any further information is required to finalize this process, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Typed Name]