

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

[Date]

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

RE: Satisfaction of Mortgage / Release of Lien

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

To Whom It May Concern,

This letter serves as official notification that the mortgage loan held by [Lender Name] for the property located at the address listed above has been paid in full.

As of [Date of Final Payment], the debt has been satisfied. [Lender Name] hereby releases all liens and claims against the aforementioned property. We have filed the necessary Satisfaction of Mortgage documents with the [County Name] Recorder of Deeds to officially discharge the lien from the public record.

Please retain this letter for your permanent records. If you have any questions, please contact our customer service department at [Phone Number].

Sincerely,

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