

[Date]

To: [County Clerk Name/Office]  
[Recording Department]  
[County Name]  
[Street Address]  
[City, State, Zip Code]

**RE: Submission of Satisfaction of Mortgage / Release of Lien**

Dear County Clerk,

Please find enclosed an original Satisfaction of Mortgage document for recording in your official records. The details pertaining to the original mortgage are as follows:

- **Mortgagor (Borrower):** [Name of Borrower]
- **Mortgagee (Lender):** [Name of Lender]
- **Original Mortgage Date:** [Date]
- **Recording Date:** [Date]
- **Book/Liber:** [Number]
- **Page/Folio:** [Number]
- **Instrument/Control Number:** [Number]
- **Property Address:** [Full Legal Address]

Also enclosed is a check in the amount of \$[Amount] to cover the required recording fees. Please record this instrument and return the original recorded document to the address provided below:

[Name]  
[Return Mailing Address]  
[City, State, Zip Code]

If there are any issues regarding this filing or if the fees provided are insufficient, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Company Name, if applicable]

Enclosures:

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