

Date: [Insert Date]

To (Borrower):

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

From (Lender/Seller):

[Seller Name]

[Seller Address]

[City, State, Zip Code]

RE: Notice of Mortgage Satisfaction and Release of Lien

Property Address: [Insert Full Legal Property Address]

Loan Account Reference: [Insert Account Number or Contract Date]

Dear [Borrower Name],

This letter serves as formal notification that the mortgage loan provided by the undersigned for the purchase of the property located at the address referenced above has been paid in full.

As of [Date of Final Payment], the balance of the promissory note is \$0.00. We hereby acknowledge full satisfaction of the debt and confirm that all financial obligations under the Seller-Financed Mortgage agreement have been met.

The following actions are being taken to clear the title:

- The original Promissory Note has been marked "Paid in Full."
- A formal "Release of Lien" or "Satisfaction of Mortgage" document has been executed.
- [Choose one: This document is enclosed / This document has been sent to the County Recorder's Office in (Name of County)].

Please retain this letter and the enclosed documents for your permanent records. You may wish to contact the local land records office to ensure the lien release is officially recorded against the deed.

Congratulations on the full payoff of your mortgage.

Sincerely,

[Seller Signature]

[Seller Printed Name]