

[Current Date]

[Title Company Name]

[Contact Person, if known]

[Street Address]

[City, State, Zip Code]

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

Property Address: [Full Property Address]

Loan Number: [Mortgage Loan Number]

Borrower(s): [Names of Borrowers]

Escrow/Title File Number: [File Number]

To Whom It May Concern,

This letter serves as formal notification that the mortgage held by [Lender Name] regarding the above-referenced property has been paid in full and satisfied as of [Date of Final Payment].

Enclosed please find the following documentation:

- Recorded Satisfaction of Mortgage / Release of Lien
- Recording Information: [Book/Page or Instrument Number]
- Recording Date: [Date]

Please update your records to reflect that this lien has been extinguished. If your company was holding funds in escrow pending this release, please proceed with the necessary disbursements as previously agreed.

Should you require any further documentation or information, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name, if applicable]