

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

[Date]

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

**RE: Notice of Satisfaction of Mortgage / Lien Release Fulfillment**

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

Dear [Borrower Name],

This letter serves as formal notification that the mortgage loan referenced above has been paid in full. We are pleased to inform you that the lien against your property has been successfully satisfied.

In accordance with our accelerated fulfillment process, the following actions have been completed:

- **Lien Release Execution:** The Mortgage Release/Satisfaction of Mortgage document was executed on [Date].
- **Recording:** The document was sent for electronic recording with the [County Name] County Recorder's Office on [Date].
- **Recording Information:** The document was recorded under Instrument Number [Instrument Number] or Book/Page [Book/Page Number].

You should receive the original recorded document directly from the county office within [Number] business days, depending on local processing times. Please retain this letter and the recorded document for your permanent records.

If you have an escrow account, any remaining surplus funds will be issued to you via check within [Number] days. If you have any questions regarding this release, please contact our Customer Service Department at [Phone Number].

Congratulations on the full payoff of your mortgage.

Sincerely,

[Authorized Signature]

[Name and Title]

[Lender Name]