

[Date]

[Borrower Name]
[Co-Borrower Name]
[Mailing Address]
[City, State, Zip Code]

Subject: Fulfillment of Mortgage Satisfaction Request

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

Dear [Borrower Name],

We are pleased to inform you that your request for a Mortgage Satisfaction has been processed. As your home loan has been paid in full, we have taken the necessary steps to release the lien on your property.

Status Details:

- **Release Document:** The Certificate of Satisfaction (or Reconveyance) has been executed.
- **Recording Information:** The document was sent to the [County Name] Recorder's Office on [Date Sent] for official recording.
- **Final Document:** Once the county has finished recording the document, the original will be mailed directly to you at the address above.

Please note that it may take [Number] to [Number] weeks for the county to complete the recording process and return the documents.

Thank you for choosing [Company Name] for your home financing needs. We appreciate your business and congratulate you on reaching this milestone.

Sincerely,

[Authorized Officer Name]
[Title]
[Company Name]
[Phone Number]