

[Date]

[Borrower Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Mortgage Satisfaction - Priority Fulfillment

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

We are pleased to inform you that the mortgage loan referenced above has been paid in full. This letter serves as formal notification that your request for priority processing of your mortgage satisfaction documents has been fulfilled.

Enclosed please find the following original documents for your records:

- Original Promissory Note (marked "Paid in Full")
- Recorded Release of Mortgage / Satisfaction of Mortgage
- [List any additional documents here]

Please note that the Satisfaction of Mortgage has been filed with the **[Name of County]** County Recorder's Office. If the recorded original was not enclosed in this mailing, it will be sent to you directly by the county office once their recording process is complete.

We recommend that you keep these documents in a secure location, such as a safe deposit box, as they provide proof that the lien on your property has been released.

Congratulations on reaching this milestone. If you have any questions regarding your closed account, please contact our Priority Fulfillment Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Authorized Signature]

[Printed Name and Title]

[Lending Institution Name]