

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

[Date]

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

RE: Satisfaction of Mortgage and Release of Lien

Loan Number: [Insert Loan Number]
Property Address: [Insert Full Legal Address of Commercial Property]

To Whom It May Concern,

This letter serves as formal notification that the mortgage loan held by [Lender Name] regarding the commercial property located at [Property Address] has been paid in full. This includes all principal, interest, and associated fees as of [Date of Final Payment].

[Lender Name] hereby confirms that the lien against the aforementioned property is fully released and discharged. We have filed, or are in the process of filing, the formal "Satisfaction of Mortgage" or "Release of Deed of Trust" with the [County/City] Recorder's Office in [County Name] County.

Enclosed with this letter, please find the following original documents (if applicable):

- Cancelled Promissory Note
- Recorded Mortgage Release/Discharge Document
- Any additional collateral release forms

Please retain this letter and the enclosed documents for your permanent records as evidence of the clear title. Should you have any questions regarding this release, please contact our loan department at [Phone Number].

Sincerely,

[Signature]
[Printed Name of Authorized Officer]
[Title]
[Lender Name]