

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

**RE: Satisfaction of Mortgage and Full Lien Release**

**Borrower Name:** [Borrower Name]

**Loan Number:** [Loan Number]

**Property Address:** [Full Property Address]

To Whom It May Concern,

This letter serves as formal notification that the mortgage loan referenced above has been paid in full as of [Date of Final Payment].

The lender, [Lender Name], hereby certifies that the indebtedness secured by the mortgage/deed of trust recorded on [Recording Date] in the official records of [County Name] County, State of [State], under Book [Book Number], Page [Page Number], or Instrument Number [Instrument Number], has been fully satisfied and discharged.

The lender further authorizes the County Recorder or Clerk to release and discharge the lien against the property described in the aforementioned legal documents.

Please find the executed Release of Lien / Satisfaction of Mortgage document attached. We request that you record this release with the appropriate local government office and provide a recorded copy to the borrower at the address listed below:

[Borrower Name]

[Borrower Mailing Address]

[City, State, Zip Code]

If there are any outstanding fees or additional steps required to finalize this release, please contact [Department Name/Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Position]

[Lender Name]

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**NOTARY ACKNOWLEDGMENT**

STATE OF [State]  
COUNTY OF [County]

Before me, a Notary Public in and for said County and State, personally appeared [Name of Signer], known to me to be the person who executed the foregoing instrument, and acknowledged that they signed the same as their free act and deed.

Witness my hand and Notarial Seal this [Day] day of [Month], 20[Year].

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Notary Public