

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

[Date]

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

RE: Notice of Release of Mortgage / Paid in Full

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

To Whom It May Concern,

This letter serves as official notification that the mortgage loan referenced above has been paid in full. As of [Date of Final Payment], the balance is \$0.00, and all financial obligations associated with this account have been satisfied.

[Lender Name] has initiated the process to release the lien on the property. The "Satisfaction of Mortgage" (or "Release of Deed of Trust") document has been, or will be, filed with the [County Name] Recorder of Deeds to officially clear the title.

Please find enclosed the original Promissory Note marked "Paid in Full" for your records. You should receive the recorded release document directly from the county office within [Number] days.

If you have any questions regarding this release, please contact our customer service department at [Phone Number].

Sincerely,

[Authorized Signature]
[Printed Name and Title]
[Lender Name]