

[Date]

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

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

RE: Notice of Release of Lien / Satisfaction of Mortgage

Loan Number: [Insert Loan Number]

To Whom It May Concern,

This letter serves as formal notification that the mortgage loan associated with the property located at [Property Address] has been paid in full as of [Date of Final Payment].

As the loan balance is now zero (\$0.00), we request that [Lender Name] execute and record a formal Release of Lien, Satisfaction of Mortgage, or Reconveyance Deed with the appropriate County Recorder's Office or Land Registry to clear the title of the property.

Please provide the following documentation to the borrower at the address listed above:

- A copy of the recorded Release of Lien or Satisfaction of Mortgage.
- The original Promissory Note marked "Paid in Full."
- The canceled Deed of Trust or Mortgage document.

If there are any remaining funds in the escrow account, please issue a refund check to the borrower within the timeframe required by law.

Thank you for your prompt attention to this matter. If you require further information, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]
[Printed Name]