

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Release of Promissory Note and Mortgage Satisfaction

Borrower(s): [Borrower Name(s)]

Loan Number: [Loan Account Number]

Property Address: [Full Property Address]

To Whom It May Concern,

This letter serves as formal notice and request regarding the Promissory Note dated [Original Date of Note] in the original principal amount of \$[Amount].

The debt associated with the aforementioned loan has been paid in full as of [Date of Final Payment]. Consequently, [Lender Name] hereby releases [Borrower Name(s)] from any further liability or obligation under the terms of the Promissory Note.

By signing this document, the Lender acknowledges:

- Full satisfaction of the debt.
- The cancellation of the original Promissory Note.
- The release of any liens or security interests held against the property located at [Property Address].

The Lender agrees to execute and file a formal "Satisfaction of Mortgage" or "Release of Lien" with the [Name of County] County Recorder's Office within [Number] days of this letter to ensure the title is cleared.

Sincerely,

[Authorized Representative Signature]

[Printed Name and Title of Lender Representative]

Notary Acknowledgement

State of [State]

County of [County]

On this [Date] day of [Month], [Year], before me personally appeared [Name of Representative], known to me to be the person who executed the foregoing instrument.

Notary Public
My Commission Expires: [Date]