

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: Notice of Loan Satisfaction and Full Reconveyance

Loan Number: [Loan Reference Number]

Property Address: [Collateral Property Address]

Legal Description: [Insert Legal Description or Exhibit Reference]

To Whom It May Concern,

This letter serves as formal notification that the commercial loan referenced above, held by [Lender Name], has been paid in full and the underlying debt is satisfied as of [Date of Final Payment].

In consideration of this final payment, [Lender Name] hereby releases all interest in the property described above. We have executed a Full Reconveyance (or Release of Lien/Deed of Release) which has been forwarded to the [County/City] Recorder's Office for official filing.

Included with this letter (or arriving under separate cover) are the following original documents marked "Paid in Full":

- Original Promissory Note
- Original Deed of Trust / Mortgage
- Recorded Copy of the Reconveyance (once returned from the county)

Please ensure that you update your insurance policies and property tax records to reflect the removal of [Lender Name] as a loss payee or mortgagee.

If you have any questions regarding this release, please contact our Collateral Department at [Phone Number].

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[Lender Name]