

Date: [Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**RE: Notice of Release of Deed of Trust**

Loan Number: [Loan Number]

Property Address: [Property Address]

Recording Information: [Book/Page or Instrument Number]

Dear [Borrower Name],

This letter serves as formal notification that the Deed of Trust held by [Lender Name] on the property located at the address referenced above has been fully satisfied and released.

The debt associated with this Deed of Trust has been paid in full. Consequently, we have executed a Release of Deed of Trust (or Reconveyance) and submitted it to the [County Name] County Recorder's Office for official filing.

The recorded document officially clears the lien from the property title. You may contact the County Recorder's Office directly if you wish to obtain a certified copy of the recorded release for your permanent records.

Thank you for the opportunity to have serviced your mortgage needs.

Sincerely,

[Authorized Signature]

[Printed Name and Title]

[Lender/Company Name]