

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: Notice of Mortgage Discharge and Release of Lien

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

We are pleased to inform you that the mortgage loan referenced above has been paid in full. This letter serves as formal notification that [Lender Name] no longer has any financial interest in the property located at the address listed above.

Please find enclosed the following original documents for your records:

- The Original Promissory Note marked "Paid in Full."
- A copy of the Recorded Discharge of Mortgage (or Satisfaction of Mortgage).

The formal Discharge of Mortgage document has been sent to the [Name of County] County Recorder's Office for official filing. This process officially clears the lien from your property title.

If you have an escrow account associated with this loan, any remaining funds will be issued to you via check within [Number] business days. Please ensure your insurance provider and local tax office are notified that the mortgage has been satisfied.

Congratulations on paying off your mortgage. If you have any further questions, please contact our customer service department at [Phone Number].

Sincerely,

[Authorized Signature]

[Name and Title]

[Lender Name]