

[Current Date]

[Lender/Mortgage Company Name]

[Lender Address]

[City, State, Zip Code]

RE: Satisfaction and Release of Mortgage

Loan Number: [Insert Loan Number]

Property Address: [Insert Full Property Address]

To Whom It May Concern,

This letter serves as formal notification that the mortgage loan associated with the above-referenced property has been paid in full as of [Date of Final Payment].

Pursuant to state and local regulations, please provide the following documentation within the legally required timeframe:

- A formal Satisfaction of Mortgage or Release of Lien document.
- Verification that the original Promissory Note has been canceled.
- Confirmation that the lien release has been filed with the [County Name] Recorder of Deeds.

Please mail the original recorded satisfaction documents and any remaining escrow balance to:

[Your Name]

[Your Mailing Address]

[City, State, Zip Code]

If there are any outstanding requirements or if additional information is needed to close this account permanently, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]