

Date: [Insert Date]

Loan Number: [Insert Loan Number]

Borrower(s): [Insert Borrower Names]

Property Address: [Insert Full Property Address]

RE: Notice of Lien Satisfaction and Release of Mortgage

To Whom It May Concern:

This letter serves as formal notification that the mortgage/lien held by [Insert Original Lender Name] on the property located at the address listed above has been paid in full as of [Insert Date of Final Payment].

The payoff was completed in connection with a refinance of the subject property. We hereby confirm that the underlying debt has been satisfied, and all obligations under the original promissory note have been discharged.

Please take notice of the following:

- The lien recorded in [Insert County/Parish Name], State of [Insert State], in Book [Insert Book Number], Page [Insert Page Number], or Instrument Number [Insert Number] is hereby released.
- The original Note and Mortgage/Deed of Trust are being cancelled.
- Authorized officials will file the necessary Release of Lien or Satisfaction of Mortgage documentation with the appropriate County Recorder's Office within the statutory timeframe.

If there are any remaining escrow balances or overpayments, please issue a refund check to the borrower(s) at the following mailing address: [Insert Forwarding Address].

Should you have any questions regarding the satisfaction of this lien, please contact our payoff department at [Insert Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name and Title]

[Lending Institution Name]