

Date: [Insert Date]

Lender/Mortgagee: [Insert Lender Name]

Address: [Insert Lender Address]

Borrower/Mortgagor: [Insert Borrower Name]

Address: [Insert Property Address]

RE: NOTICE OF SATISFACTION AND RELEASE OF MORTGAGE

Loan Number: [Insert Loan Number]

Property Description: [Insert Legal Description or Parcel ID]

To Whom It May Concern,

This letter serves as formal notice that the mortgage loan associated with the above-referenced property has been paid in full. [Insert Lender Name] hereby acknowledges receipt of the final payment satisfying all obligations under the original Mortgage/Deed of Trust dated [Insert Original Date of Mortgage].

As of [Insert Date of Final Payment], the debt is satisfied, and the lien held against the property is hereby released. [Insert Lender Name] has filed, or will file within [Insert Number] days, a formal Satisfaction of Mortgage (or Release of Lien) with the [Insert Name of County/City] Land Records office to clear the title.

Enclosed with this letter, you will find:

- The original Promissory Note marked "Paid in Full."
- A copy of the recorded Release of Mortgage (if already filed).

Please retain these documents for your permanent records. If you have any further questions regarding the closure of this account, please contact our customer service department at [Insert Phone Number].

Sincerely,

[Signature of Authorized Officer]

[Printed Name and Title]

[Lender Name]