

[Your Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Borrower Name]  
[Borrower Address]  
[City, State, Zip Code]

**RE: Notice of Account Resolution and Mortgage Satisfaction**

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 as of [Date of Final Payment]. Your account is now officially closed and resolved.

As a result of this final payment, [Company Name] has initiated the process to release the lien on the property. We will file the necessary satisfaction of mortgage or reconveyance documents with the [County Name] Recorder's Office. You should receive the recorded documents directly from the county within [Number] days, depending on local processing times.

Please note the following regarding your account:

- **Escrow Funds:** Any remaining balance in your escrow account will be refunded to you via check within [Number] business days.
- **Automatic Payments:** If you have set up recurring payments through your bank, please ensure they are canceled immediately.
- **Insurance and Taxes:** You are now responsible for the direct payment of your property taxes and homeowners insurance premiums. Please notify your insurance agent that the mortgage has been satisfied.

Congratulations on paying off your mortgage. If you have any questions regarding this final resolution, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Name/Department]  
[Company Name]