

[Date]

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

**RE: Notice of Satisfaction of Debt and Release of Mortgage**

Loan Account Number: [Account Number]  
Property Address: [Legal Description or Street Address of Property]

To Whom It May Concern,

This letter serves as formal notification that the mortgage debt associated with the above-referenced account and property has been paid in full. [Lender Name] hereby acknowledges receipt of the final payment as of [Date of Final Payment].

By virtue of this full payment, the lien held by [Lender Name] on the property located at [Property Address] is hereby released and discharged. All obligations under the original Promissory Note and Mortgage/Deed of Trust dated [Date of Original Mortgage] have been satisfied.

The necessary legal documents to formalize this release (Satisfaction of Mortgage/Reconveyance) have been submitted to the [County Name] Recorder of Deeds for official recording. You should receive the recorded original document or a confirmation notice within [Number] business days.

Please retain this letter for your permanent records as evidence that the debt has been satisfied.

Sincerely,

[Authorized Signature]  
[Name of Officer]  
[Title]  
[Lender Name]