

Date: [Insert Date]

Lender Name: [Insert Lending Institution Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Borrower Name: [Insert Borrower Name]

Property Address: [Insert Property Address]

Loan Account Number: [Insert Loan Number]

SUBJECT: FINAL MORTGAGE CLEARANCE AND SATISFACTION OF DEBT

Dear [Insert Borrower Name],

This letter serves as official notification that the mortgage loan associated with the above-referenced account and property has been paid in full.

We confirm that all financial obligations, including principal, interest, fees, and collection costs, have been satisfied as of [Insert Date of Final Payment]. As a result, [Insert Lending Institution Name] no longer holds a legal claim or lien against the property located at [Insert Property Address].

Please note the following regarding your account status:

- **Account Balance:** \$0.00
- **Account Status:** Closed / Paid in Full
- **Lien Release:** The legal documents to release the lien/mortgage deed have been filed with the [Insert County Name] Recorder of Deeds.

You should receive the original recorded Release of Mortgage or Satisfaction of Mortgage document within [Insert Number] days. Please retain this letter for your permanent records as proof of debt clearance.

We have notified the relevant credit reporting agencies to update your credit profile to reflect that this account is paid in full and closed.

If you have any further questions, please contact our Customer Service Department at [Insert Phone Number].

Sincerely,

[Insert Signature]

[Insert Name of Authorized Officer]

[Insert Title]

[Insert Lending Institution Name]