

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

[Date]

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

RE: Notice of Mortgage Satisfaction / Loan Paid in Full

Loan Account Number: [Account Number]

Dear [Borrower Name],

Congratulations! We are pleased to inform you that the mortgage loan referenced above has been paid in full as of [Date of Final Payment].

This letter serves as formal notice that you have satisfied all financial obligations regarding this loan. As a result, [Lender Name] no longer holds a security interest in your property located at [Property Address].

Next Steps:

- **Release of Lien:** We have initiated the process to record a Satisfaction of Mortgage (or Release of Lien) with the [County Name] Recorder's Office. You should receive the recorded document within [Number] days.
- **Escrow Balance:** Any remaining funds in your escrow account will be refunded to you via check within [Number] business days.
- **Insurance and Taxes:** Please notify your homeowners insurance company and the local property tax office that your mortgage is paid in full, as future bills should now be sent directly to you.

We thank you for the opportunity to have served your mortgage needs. If you have any questions regarding your closed account, please contact our Customer Service department at [Phone Number].

Sincerely,

[Authorized Signature]
[Name and Title]
[Lender Name]