

Date: [Insert Date]

To: [Recipient Name/Financial Institution]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

RE: Notice of Prior Mortgage Encumbrance Clearance

Property Address: [Insert Full Property Address]

Loan/Reference Number: [Insert Loan Number]

Recorded Document Info: [Insert Book/Page or Instrument Number]

Dear [Contact Person or Department],

This letter serves as formal notification that the prior mortgage encumbrance filed against the above-referenced property has been fully satisfied and cleared.

Enclosed with this notification, please find the following supporting documentation:

- Copy of the recorded Satisfaction of Mortgage / Release of Lien.
- Payoff confirmation letter from the prior lender.
- [List any additional title or recording documents here].

As of [Date of Recording], the title to the property is now free and clear of the aforementioned encumbrance. Please update your records accordingly to reflect the current status of the property title.

Should you require any further documentation or clarification regarding this clearance, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]