

[Date]

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

Re: Confirmation of Deed Recording

Dear [Borrower Name],

We are writing to formally notify you that the legal documents regarding your recent mortgage refinance have been successfully recorded with the [County Name] Recorder's Office.

Below are the details regarding the filing:

- **Original Loan Number:** [Old Loan Number]
- **New Loan Number:** [New Loan Number]
- **Recording Date:** [Date of Recording]
- **Instrument/Document Number:** [Recording Number]
- **Book/Page Number (if applicable):** [Book/Page]

The recording of the New Deed of Trust (or Mortgage) confirms that your refinance is complete and your new lien is officially registered against the property. This process also ensures that the previous mortgage lien has been satisfied and released of record.

Please keep this letter and the enclosed copies for your personal records. If you have any questions regarding your new loan terms or payment schedule, please contact our customer service department at [Phone Number].

Sincerely,

[Name of Representative]
[Title]
[Lending Institution/Title Company Name]