

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

[Date]

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

**RE: Notice of Satisfaction / Mortgage Payoff Confirmation**

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

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 confirmation that you have satisfied all financial obligations under the terms of your promissory note. [Lender Name] no longer has any interest in the property located at the address listed above.

**Next Steps:**

- **Release of Lien:** We have initiated the process to release the lien on your property. The "Release of Mortgage" or "Satisfaction of Mortgage" document will be sent to the [County Name] Recorder's Office for official filing.
- **Escrow Balance:** Any remaining funds in your escrow account, totaling \$[Amount], will be issued 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 so that future bills are sent directly to you.

Thank you for the opportunity to have served your mortgage needs. If you have any questions, please contact our Customer Service Department at [Phone Number].

Sincerely,

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