To: <Insert name and address of mortgagor>

The PROPERTY described as <Insert description> comprising the whole (or part) of the property the subject of mortgage no <Insert number> dated <Insert date> was, on the <Insert date>, sold to <Insert name and address of purchaser> for a price of $<Insert amount> and the sale was completed on the <Insert date>.

Dated: <Insert date>

Signed: *[Mortgagee or mortgagee’s agent]*

*[NOTE: This form may, if desired, include details of the manner in which the proceeds of sale have been disposed of, and of the balance (if any) remaining due and owing by the mortgagor to the mortgagee or payable by the mortgagee to the mortgagor.]*