

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Mortgage Payoff Verification and Release of Lien

Account Number: [Your Mortgage Account Number]
Property Address: [Full Address of the Property]

To Whom It May Concern,

I am writing to formally request a verification of payoff for the above-referenced mortgage account. According to my records, the final payment for this loan was submitted on [Date of Final Payment].

Please provide a formal letter or statement confirming the following:

- The mortgage has been paid in full.
- The account balance is zero (\$0.00).
- The date the account was officially closed.

Additionally, please confirm that the necessary documentation has been filed with the [County Name] Recorder's Office to release the lien on the property. If the Satisfaction of Mortgage or Lien Release has already been recorded, please provide a copy for my files.

Please send the requested documentation to my mailing address listed above or via email at [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]