

Date: [Insert Date]

To:

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

From:

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]

RE: Notice of Final Payoff and Request for Release of Lien

Account/Reference Number: [Insert Number]

Property/Asset Description: [Insert Address or VIN Number]

Dear [Contact Name or Department],

This letter serves as formal notification that the balance for the above-referenced account has been paid in full. Enclosed with this letter, please find the final payment in the amount of \$[Amount] as per the payoff quote dated [Date].

Since the obligation has been satisfied, I request that you execute and file a formal Release of Lien (or Satisfaction of Mortgage/Lien) with the appropriate county recorder's office or state agency immediately.

Please send a recorded copy of the release or a confirmation of the discharge to my attention at the address listed above within [Number] days.

If there are any further requirements or documentation needed to finalize this release, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

Enclosures:

[Copy of Payoff Statement]
[Check or Proof of Payment]