

[Your Name]
[Your Current Mailing Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

United States Department of Agriculture
Rural Development Centralized Servicing Center
P.O. Box 66889
St. Louis, MO 63166

RE: Formal Request for Account Closure and Release of Lien

Borrower Name: [Name on Account]
Account Number: [Your USDA Loan Number]
Property Address: [Address of the Collateral Property]

To Whom It May Concern,

I am writing to formally confirm that the mortgage account referenced above was paid in full on [Date of Final Payment]. According to my records, the balance is now zero.

As the account has been satisfied, I am requesting the following actions be completed:

- Official closure of the account in your system.
- Issuance of a formal "Paid in Full" letter or Satisfaction of Mortgage document.
- Release of the lien on the property and the filing of the appropriate Reconveyance or Satisfaction of Mortgage document with the [Name of County] County Recorder's Office.
- A final accounting and refund of any remaining funds held in my escrow account (if applicable).

Please mail the original recorded release documents and any escrow refund check to my current mailing address listed at the top of this letter.

If there are any outstanding requirements or if additional information is needed to complete this process, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]