

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Conditions for Release of Mortgage Lien

Loan Number: [Your Loan Number]

Property Address: [Full Property Address]

Dear [Contact Person or Department Name],

I am writing to formally request a statement of the conditions and requirements necessary to obtain a full release of the mortgage lien currently held by [Lender Name] on the property referenced above.

Please provide a written response detailing the following information:

- The exact payoff amount required to satisfy the debt in full, including any interest or per diem charges.
- A breakdown of any administrative, recording, or processing fees associated with the release of the lien.
- The specific documentation or forms required from the borrower to initiate the release process.
- The estimated timeframe for filing the Satisfaction of Mortgage with the county recorder's office once final payment is verified.
- Instructions for the delivery of the final payoff funds (e.g., wire transfer instructions or mailing address for certified checks).

If there are any outstanding items or specific conditions that must be met prior to the issuance of a lien release, please list them clearly in your response.

Thank you for your prompt attention to this matter. I look forward to receiving this information by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]