

**[Current Date]**

**[Lender/Servicer Name]**

**[Lender Address]**

**[City, State, Zip Code]**

**RE: Notice of Mortgage Satisfaction and Request for Discharge**

**Borrower Name(s):** [Borrower Names]

**Loan Number:** [Loan Account Number]

**Property Address:** [Full Property Address]

**Legal Description:** [Optional: Lot/Block/Subdivision or Parcel ID]

To Whom It May Concern,

This letter serves as formal notification that the above-referenced mortgage loan has been paid in full as of [Date of Final Payment].

Pursuant to applicable state law, please provide a formal "Satisfaction of Mortgage" or "Release of Lien" document. We request that you execute the discharge of mortgage and record the satisfaction with the [County Name] County Recorder's Office or Registry of Deeds to officially clear the title of the property.

Please send a copy of the recorded discharge or a confirmation letter of the filing to the following address for my records:

[Your Name]

[Your Mailing Address]

[City, State, Zip Code]

[Phone Number]

If there are any outstanding fees required to process this recording, or if additional information is needed, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]