

Date: [Insert Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

Re: Mortgage Release and Payoff for Loan Number: [Insert Loan Number]

To Whom It May Concern,

I am writing to formally notify you regarding the ownership and financial obligations of the property located at [Insert Property Address], pursuant to a Divorce Decree/Settlement Agreement entered on [Insert Date] in the case of [Insert Case Name/Number].

According to the terms of the legal agreement, [Insert Name of Party Paying] is responsible for the full payoff of the mortgage balance. Once the final payoff amount of \$[Insert Amount] is received and processed, please perform the following actions:

- Issue a full Satisfaction of Mortgage/Release of Lien.
- Record the release with the [Insert County Name] County Recorder's Office.
- Remove [Insert Name of Party being Released] from all future financial liability regarding this account.
- Close the account and provide written confirmation of the zero balance.

Please forward all final documentation and the original canceled note to:

[Name]

[Mailing Address]

[City, State, Zip Code]

If you require additional documentation, such as a certified copy of the Divorce Decree or Quitclaim Deed, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]