

[Date]  
[Lender Name]  
[Lender Address]  
[City, State, Zip Code]

**RE: Release of Liability and Mortgage Payoff Request**

**Loan Number:** [Your Loan Number]

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

To Whom It May Concern,

I am writing to formally request a release of liability for [Ex-Spouse's Name] regarding the above-referenced mortgage loan. Pursuant to our divorce decree dated [Date of Decree], I, [Your Name], have been awarded the property and am assuming full financial responsibility for the mortgage.

Please provide a formal Payoff Statement effective as of [Date] that includes:

- The total principal balance remaining.
- Accrued interest and daily interest rates.
- Any applicable fees or prepayment penalties.
- Instructions for the electronic transfer of funds.

Furthermore, I am requesting the necessary documentation to remove [Ex-Spouse's Name] from the deed and the mortgage note. Please advise if you require a certified copy of the Quitclaim Deed or the Final Divorce Decree to process this removal and update your records accordingly.

Please send the requested documents to my attention at [Your Email Address] or the mailing address listed below.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Phone Number]  
[Your Mailing Address]