

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: Notice of Lien Satisfaction and Request for Discharge

Account Number: [Your Account Number]
Property Address: [Full Address of Property]

To Whom It May Concern,

This letter serves as formal notification that the secondary lien held by [Lender Name] against the property located at [Property Address] has been paid in full as of [Date of Final Payment].

I am requesting that you execute and record a formal Release of Lien, Satisfaction of Mortgage, or Reconveyance deed with the [Name of County] County Recorder's Office to officially clear this encumbrance from the property title.

Please provide me with a copy of the recorded discharge document or a paid-in-full letter for my records within [Number of Days, e.g., 30] days. If there are any administrative fees required to process this discharge, please notify me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]