

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

[Date]

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

RE: Loan Payoff and Lien Release Request

Account Number: [Your Account Number]

Property/Asset Address: [Address or Description of Collateral]

To Whom It May Concern,

I am writing to formally confirm that the final balloon payment for the above-referenced loan has been made in full. Enclosed is the payment in the amount of \$[Amount] (or reference to wire transfer confirmation #[Number]) dated [Date].

As this payment satisfies the remaining balance of the loan, I request that you initiate the process to release the lien held against the property/asset. Please perform the following actions:

- File a Satisfaction of Mortgage or Release of Lien with the appropriate county recorder's office.
- Provide me with a formal "Paid in Full" letter for my records.
- Send the original canceled Note and the recorded Release of Lien document to my address listed above.

If there are any administrative fees associated with filing this release, please notify me immediately or deduct them from the overage if an escrow account is being closed.

Please confirm receipt of this final payment and provide an estimated timeline for the delivery of the lien release documents. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]