

[Current Date]

[Trustee Name]

[Trustee Address]

[City, State, Zip Code]

**RE: Request for Full Reconveyance**

**Loan Number:** [Loan Number]

**Trustor/Borrower:** [Borrower Name]

**Beneficiary/Lender:** [Lender Name]

**Recording Date:** [Date of Original Recording]

**Instrument Number:** [Recording Number/Book and Page]

To the Trustee,

The obligation secured by the Deed of Trust referenced above has been paid in full. As the Beneficiary of said Deed of Trust, we hereby deliver to you the original Note and the Deed of Trust for cancellation.

You are hereby requested and directed to execute and record a Full Reconveyance of the property described in said Deed of Trust, releasing the lien of record. Please forward the recorded Full Reconveyance to the following address:

[Name of Recipient]

[Mailing Address]

[City, State, Zip Code]

All applicable trustee fees and recording costs are enclosed herewith.

Sincerely,

[Signature]

[Printed Name of Authorized Officer]

[Title]

[Lender/Entity Name]