

[Current Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Release of Mortgage Lien / Satisfaction of Mortgage

Borrower Name: [Borrower Name]

Loan Number: [Loan Account Number]

Property Address: [Full Property Address]

Legal Description: [As recorded on the Deed/Mortgage]

To Whom It May Concern,

This letter serves as a formal request for the release of the mortgage lien held by [Lender Name] on the property located at the address referenced above. The underlying loan associated with this mortgage has been paid in full as of [Date of Final Payment].

Please prepare and execute a "Satisfaction of Mortgage" or "Release of Lien" document and file it with the appropriate County Recorder's Office to officially clear the title. Once the document has been recorded, please send a copy of the recorded release to my attention at the address below:

[Your Mailing Address]

[City, State, Zip Code]

If there are any administrative fees associated with this filing that were not included in the final payoff amount, please notify me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Print Name]

[Phone Number]