

**Date:** [Current Date]

**To:** [Lender Name]  
[Lender Address]  
[City, State, Zip Code]

**RE: Mortgage Satisfaction Request**

**Borrower(s):** [Borrower Names]  
**Loan Number:** [Loan Account Number]  
**Property Address:** [Full Property Address]  
**Title File Number:** [Title Company File Number]

To Whom It May Concern,

Please be advised that [Title Company Name] has facilitated the full payoff of the above-referenced mortgage loan on [Payoff Date]. Enclosed is a copy of the payoff wire confirmation/check in the amount of \$[Amount Paid].

Pursuant to state statutes, we hereby request that you execute a formal Satisfaction of Mortgage (or Release of Lien) and file the document with the [County Name] County Recorder's Office to clear the title of the subject property.

Please forward a copy of the recorded release or the original document for recording to:

[Title Company Name]  
Attn: [Department/Contact Person]  
[Company Address]  
[City, State, Zip Code]

If there are any issues preventing the release of this lien, please contact our office immediately at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]  
[Name of Title Officer/Closer]  
[Title Company Name]