

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

[Date]

[Mortgage Servicer Name]
[Payoff Department Address]
[City, State, Zip Code]

RE: Mortgage Satisfaction and Escrow Balance Refund
Loan Number: [Your Loan Number]
Property Address: [Property Address]

To Whom It May Concern,

I am writing to formally confirm that the mortgage loan for the property mentioned above was paid in full on [Date of Final Payment].

Please provide the following documentation and actions within the timeframe required by law:

1. A formal Satisfaction of Mortgage or Release of Lien document confirming that the debt is fully satisfied.
2. Confirmation that the Satisfaction of Mortgage has been or will be filed with the [County Name] County Recorder's Office.
3. A final accounting and refund of any remaining funds held in my escrow account, including any overpayments made during the payoff process.

Please mail the escrow refund check and all legal discharge documents to my new mailing address provided below:

[New Mailing Address]
[City, State, Zip Code]

If there are any outstanding requirements or if further information is needed, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]