

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Mortgage Lender Name]
[Payoff/Customer Service Department Address]
[City, State, Zip Code]

RE: Mortgage Payoff Satisfaction and Escrow Refund Request

Account Number: [Your Loan Account Number]

Property Address: [Address of the Mortgaged Property]

To Whom It May Concern,

I am writing to formally confirm that the mortgage loan associated with the above-referenced account number was paid in full on [Date of Final Payment].

Please provide a formal "Satisfaction of Mortgage" or "Release of Lien" document. I request that this document be filed with the appropriate county recorder's office and that a copy be mailed to me at my current address provided above.

Furthermore, please process the refund of all remaining funds in my escrow account, including any overpayments or interest earned. According to federal regulations, I expect to receive these funds within 30 days of the payoff date. Please mail the refund check to the following address:

[Mailing Address for Refund]
[City, State, Zip Code]

Please also ensure that all automatic withdrawal/ACH authorizations associated with this account are cancelled immediately.

If there are any outstanding requirements or if additional information is needed to close this account, please contact me at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]