

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

[Date]

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

RE: Mortgage Satisfaction and Escrow Refund Request

Account Number: [Your Mortgage Account Number]
Property Address: [Full Property Address]

To Whom It May Concern,

I am writing regarding the recent full payoff of the mortgage loan referenced above, which was completed on [Date of Final Payment].

Please provide written confirmation that the loan has been paid in full. Additionally, please ensure that the "Satisfaction of Mortgage" or "Release of Lien" document is recorded with the appropriate county recorder's office and provide me with a copy for my records.

Furthermore, I am requesting the refund of any remaining funds in my escrow account, including any overpayments made during the payoff process. Please issue the refund check to my name and mail it to the following address:

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

I look forward to receiving these documents and the escrow refund within the legally required timeframe.

Sincerely,

[Your Signature]
[Your Printed Name]