

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[County Recorder/Registrar of Deeds]

[County Name]

[Office Address]

[City, State, Zip Code]

**RE: Satisfaction and Release of Deed of Trust**

To Whom It May Concern,

Enclosed please find the original Deed of Trust Satisfaction (or Release of Lien) document regarding the property described below:

- **Trustor/Borrower:** [Borrower Name(s)]
- **Beneficiary/Lender:** [Lender Name]
- **Recording Date:** [Original Recording Date]
- **Instrument Number/Book and Page:** [Recording Information]
- **Property Address:** [Full Property Address]
- **Legal Description:** [Insert Legal Description or "See Attached Exhibit A"]

The underlying obligation secured by the aforementioned Deed of Trust has been paid in full. We request that you record this satisfaction/release in the official records of [County Name] to discharge the lien against the property.

Please find enclosed a check in the amount of \$[Amount] for the required recording fees. Once recorded, please return the original document to the following address:

[Name of Recipient]

[Mailing Address]

[City, State, Zip Code]

If there are any issues or if additional fees are required, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title/Capacity]

Enclosures: [Original Satisfaction Document, Check for Recording Fees]