

head>

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

[Date]

[Lender Name]  
[Lender Address]  
[City, State, Zip Code]

**RE: Notice of Loan Payoff and Satisfaction Transfer**

Account Number: [Your Loan Account Number]  
Property Address (if applicable): [Property Address]

Dear Customer Service Department,

This letter serves as formal notification that the above-referenced loan has been paid in full as of [Date of Final Payment].

I am requesting a formal Release of Liability and a Satisfaction of Mortgage/Lien document. Please ensure that the following actions are completed:

- Issue a "Paid in Full" letter or Certificate of Satisfaction.
- Release any liens held against the collateral/property.
- File the necessary satisfaction documents with the appropriate County Recorder's Office or Department of Motor Vehicles.
- Refund any overpayments or remaining escrow balances within the legally required timeframe.

Please mail the original satisfaction documents and the confirmation of the lien release to my address listed above.

If there are any further steps required on my part to finalize this transfer of satisfaction, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]