

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Satisfaction and Discharge of Joint Collateral Mortgage

Loan Number(s): [Insert Loan Numbers]

Mortgagors/Borrowers: [Insert Names of All Borrowers]

Property 1 Address: [Insert Address]

Property 2 Address: [Insert Address]

To Whom It May Concern,

This letter serves as a formal notification and request regarding the Joint Collateral Mortgage held by [Lender Name] on the properties referenced above. The mortgage was originally recorded on [Date] in [County Name] County, [State], at [Book/Page or Instrument Number].

The underlying debt and all obligations secured by the aforementioned Joint Collateral Mortgage have been paid in full and satisfied as of [Date of Final Payment].

Pursuant to state law, [Lender Name] is hereby requested to execute and deliver a formal Satisfaction of Mortgage and Discharge for each property covered under this joint security instrument. Please ensure that the necessary documentation is filed with the [County Recorder/Registrar of Deeds] in [County Name] to officially release the liens on both titles.

Please forward the recorded Discharge documents or a confirmation of the filing to the following address:

[Name]

[Mailing Address]

[City, State, Zip Code]

If there are any outstanding administrative fees required to process this discharge, please notify the undersigned immediately.

Sincerely,

[Signature]

[Printed Name of Borrower 1]

[Signature]

[Printed Name of Borrower 2]