

[Your Name]
[Your Address as Executor/Administrator]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Mortgage Discharge Request for the Estate of [Deceased's Full Name]
Mortgage Account Number: [Account Number]
Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to you in my capacity as the [Executor/Administrator] of the Estate of [Deceased's Name], who passed away on [Date of Death].

The mortgage debt associated with the property located at [Property Address] has been paid in full as of [Date of Final Payment]. I am formally requesting that [Lender Name] issue a formal Discharge of Mortgage (or Satisfaction of Mortgage) document to clear the title of the property.

Please find enclosed the following documents for your records:

1. A certified copy of the Death Certificate.
2. A copy of the Letters Testamentary (or Letters of Administration) authorizing me to act on behalf of the estate.
3. Documentation confirming the final payoff amount and payment.

Please record the discharge with the appropriate County Recorder's office or send the original executed discharge document to my address listed above so that I may arrange for recording.

If there are any outstanding fees or further requirements necessary to complete this process, please contact me directly at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
Executor/Administrator for the Estate of [Deceased's Name]