

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Mortgage Satisfaction and Request for Release

Loan Number: [Insert Loan Number]

Property Address: [Insert Full Property Address]

Deceased Mortgagor: [Insert Name of Deceased]

To Whom It May Concern,

I am writing to you in my capacity as the [Executor/Administrator/Personal Representative] for the Estate of [Name of Deceased].

Please be advised that the mortgage loan referenced above has been paid in full as of [Date of Final Payment]. I am formally requesting that [Lender Name] issue a Certificate of Satisfaction or a Release of Mortgage document to confirm that the lien on the property has been discharged.

Please record this satisfaction with the [Name of County] County Recorder's Office and provide a recorded copy to the Estate at the address listed below. If your company has already filed this release, please provide the recording information (Book/Page or Instrument Number).

Enclosed with this letter, please find:

- A copy of the Death Certificate.
- A copy of the Letters Testamentary or Letters of Administration authorizing me to act on behalf of the Estate.

Please send all correspondence and the final release documents to:

[Your Name]

[Your Mailing Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Executor/Administrator] for the Estate of [Name of Deceased]