

Date: [Insert Date]

To: [Lender/Bank Name]

[Lender Address]

[City, State, Zip Code]

Re: Notice of Mortgage Satisfaction and Release of Lien

Mortgagor (Deceased): [Name of Deceased]

Property Address: [Full Property Address]

Loan Account Number: [Insert Loan Number]

To Whom It May Concern,

I am writing to you in my capacity as the court-appointed Executor/Personal Representative for the Estate of [Name of Deceased]. Please find the enclosed Letters Testamentary confirming my legal authority to act on behalf of the estate.

Regarding the property located at [Property Address], please be advised that the outstanding balance of the mortgage has been paid in full via [Insert Payment Method, e.g., check/wire transfer] on [Insert Date].

As the loan is now fully satisfied, I formally request that you perform the following actions within the timeframe required by state law:

- Execute a formal Satisfaction of Mortgage (or Release of Lien) document.
- File the release with the [County Name] Recorder of Deeds/Land Registry office.
- Provide written confirmation to the estate that the lien has been discharged and the account is closed.
- Return the original Promissory Note marked "Paid in Full" to the address listed below.

Please mail all correspondence and the recorded release to:

[Executor Name]

[Mailing Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Print Name]

Executor for the Estate of [Name of Deceased]

Enclosures:

1. Certified Copy of Letters Testamentary
2. Copy of Final Payoff Statement
3. Proof of Payment