

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

[Date]

[Lender/Service Name]
[Department Name, if applicable]
[Lender Address]
[City, State, Zip Code]

RE: Mortgage Settlement and Satisfaction Request

Account Number: [Your Account Number]

Property Address: [Full Address of the Property]

To Whom It May Concern,

I am writing to formally confirm that the mortgage loan associated with the above-referenced account and property has been paid in full as of [Date of Final Payment].

In accordance with state laws and the terms of our agreement, I am requesting that [Lender Name] issue a formal "Satisfaction of Mortgage" or "Release of Lien" document. Please ensure this document is recorded with the [County Name] Recorder of Deeds to officially clear the title of the property.

Additionally, please provide a written confirmation letter to me at the address listed above stating that:

- The loan balance is zero (\$0.00).
- The account is officially closed.
- The lien on the property has been released.

If there are any remaining funds in an escrow account, please issue a refund check for the balance within the legally required timeframe.

Please notify me once the Satisfaction of Mortgage has been filed or if you require any further information to complete this process.

Sincerely,

[Your Signature]

[Your Printed Name]