

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Account Closure and Cancellation of Private Mortgage Insurance (PMI)

Loan Number: [Your Loan Number]

To Whom It May Concern,

I am writing to formally request the closure of the above-referenced mortgage account and the immediate cancellation of Private Mortgage Insurance (PMI).

This request is being made following the full satisfaction and payoff of the mortgage loan on [Date of Final Payment]. As the loan balance has been paid in full, I request that you process the following:

- Official closure of the mortgage account.
- Termination of any further PMI premium charges.
- A refund of any unearned PMI premiums or overpayments remaining in the escrow account.
- Release of the lien and delivery of the Satisfaction of Mortgage (or Reconveyance) document.

Please send a final statement confirming the zero balance and the formal closure of the account to my address listed above. I also look forward to receiving the recorded discharge documents within the legally required timeframe.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]