

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

[Date]

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

**RE: Acknowledgment of Loan Satisfaction and PMI Cancellation**

**Loan Number:** [Your Loan Number]

**Property Address:** [Your Property Address]

To Whom It May Concern,

I am writing to formally request an acknowledgment of satisfaction for the above-referenced loan and the immediate cancellation of Private Mortgage Insurance (PMI).

According to my records, the mortgage balance has reached the required threshold for PMI termination, or the loan has been paid in full. Please process the following:

- **PMI Cancellation:** Terminate all future PMI premium charges effective immediately.
- **Loan Satisfaction:** Provide a formal Release of Lien or Satisfaction of Mortgage document confirming that the debt is fully satisfied.
- **Escrow Refund:** Issue a refund for any remaining balance in my escrow account, including any unearned PMI premiums, within the legally required timeframe.

Please send the final confirmation documents to the mailing address listed above. If any further information or documentation is required to complete this process, please contact me at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]