

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Private Mortgage Insurance (PMI) Cancellation following Loan Satisfaction

Loan Number: [Your Loan Number]

Property Address: [Your Property Address]

Dear Customer Service Department,

I am writing to formally request the cancellation of the Private Mortgage Insurance (PMI) on the above-referenced mortgage loan. I am making this request because the loan has been paid in full (satisfied) as of [Date of Final Payment/Payoff].

As the mortgage obligation has been completely satisfied, there is no longer a requirement for mortgage insurance coverage. Please process the cancellation effective immediately and update your records to reflect that no further PMI premiums are due.

Furthermore, if there are any unearned PMI premiums remaining in my escrow account or paid in advance, please issue a refund of those funds to the address provided below within [Number, e.g., 30] days.

Please provide written confirmation once the PMI has been officially cancelled and the loan account has been closed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Mailing Address for Refund/Correspondence]