

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: Notice of Debt Satisfaction and Request for Release of Lien

Account Number: [Loan/Account Number]
Property Address (if applicable): [Property Address]

To Whom It May Concern,

This letter serves as formal notification that the above-referenced loan has been paid in full as of [Date of Final Payment] through a refinancing agreement with [New Lender Name].

The total payoff amount of \$[Amount] was submitted via [Wire Transfer/Check] on [Date]. Please verify that the balance for this account now reflects zero (\$0.00).

As the debt is now fully satisfied, I request that you perform the following actions:

- Issue a formal "Paid in Full" letter or Certificate of Satisfaction.
- Execute and record a Release of Lien or Reconveyance with the appropriate county recorder's office.
- Provide confirmation once the lien has been officially released.
- Refund any remaining funds held in escrow (if applicable) to the address listed above.

If any further documentation is required to finalize the closure of this account, please contact me immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]