

[Date]

[Lienholder Name]

[Lienholder Address]

[City, State, Zip Code]

RE: Notice of Payoff and Request for Release of Lien

Property Address: [Full Commercial Property Address]

Loan Number: [Existing Loan Number]

Borrower: [Entity Name/Business Name]

To Whom It May Concern,

This letter serves as formal notification that the above-referenced loan has been paid in full as part of a commercial property refinancing transaction.

In accordance with the satisfaction of this debt, we kindly request that you execute and record a formal Release of Lien (or Satisfaction of Mortgage/Deed of Trust) with the [County Name] Recorder's Office to clear the title of the property.

Please provide a copy of the recorded release or the tracking information for the filing to the following party:

[Title Company or New Lender Name]

Attn: [Contact Person]

[Address]

[Email/Phone Number]

If there are any outstanding administrative fees required to process this release, please contact [Contact Name] at [Phone Number] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Company Name]