

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

[Date]

[Lender Name]
[Lender Department, e.g., Payoff Department]
[Lender Address]
[City, State, Zip Code]

RE: Mortgage Payoff and Satisfaction Request

Account Number: [Your Loan Account Number]

Property Address: [Full Address of the Mortgaged Property]

To Whom It May Concern,

I am writing to formally confirm that the mortgage loan associated with the above-referenced account has been paid in full. Enclosed is documentation regarding the final payment made on [Date of Final Payment].

Please provide a formal **Satisfaction of Mortgage** or **Release of Lien** document confirming that the debt has been fully satisfied and that the lien on the property has been discharged.

Specifically, I request the following:

- A formal letter stating the loan is paid in full with a zero balance.
- Evidence that the Satisfaction of Mortgage has been filed with the [County Name] County Recorder's Office.
- The original Promissory Note and Mortgage deed marked "Paid in Full."
- Confirmation regarding the closing of any associated escrow accounts and the refund of any remaining surplus funds.

Please send all confirmation documents to my mailing address listed above within [Number, e.g., 30] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]