

Date: [Insert Date]

To: [Lender Name]

Address: [Lender Address]

City, State, Zip: [Lender City, State, Zip]

RE: Satisfaction of Mortgage / Release of Lien

Property Address: [Investment Property Address]

Loan Number: [Account/Loan Number]

Borrower(s): [Entity Name or Individual Names]

To Whom It May Concern,

This letter serves as formal notification that the mortgage/deed of trust associated with the above-referenced investment property has been paid in full via refinance proceeds on [Closing Date].

As the loan has been fully satisfied, we kindly request that you perform the following actions within the timeframe required by state law:

- Execute a formal Satisfaction of Mortgage or Release of Lien.
- Record the release document with the [County Name] Recorder's Office.
- Provide written confirmation once the recording has been completed.
- Refund any remaining funds held in the escrow/impound account (if applicable) to the mailing address listed below.

Please forward all final documentation and any applicable escrow refunds to:

[Your Name/Company Name]

[Mailing Address]

[City, State, Zip]

Should you require any additional information or have questions regarding the payoff, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, if Investment Entity]