

[Date]

[Lienholder Name]

[Lienholder Address]

[City, State, Zip Code]

RE: Request for Release of Lien / Satisfaction of Mortgage

Borrower Name: [Borrower Name]

Property Address: [Property Address]

Loan Account Number: [Account Number]

Recording Information: [Book/Page or Instrument Number]

To Whom It May Concern,

Please be advised that the above-referenced loan was paid in full on [Date of Payoff] via [Wire Transfer/Check] in the amount of \$[Amount].

As the closing agent for this refinance transaction, we formally request that you execute a formal Release of Lien or Satisfaction of Mortgage and file it with the [County Name] Recorder's Office. If your internal policy requires you to send the original release directly to the county, please provide our office with a copy of the transmittal or the recorded document for our records.

If there are any outstanding fees required to process this release, or if further information is needed, please contact us immediately at [Phone Number] or via email at [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]

[Phone Number]