

[Current Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

**RE: Mortgage Satisfaction and Release Request**

**Borrower(s):** [Borrower Names]

**Loan Number:** [Loan Number]

**Property Address:** [Full Property Address]

**Title Order Number:** [Title Number]

To Whom It May Concern,

Please be advised that [Title Company Name] has facilitated the refinance of the above-referenced mortgage. Enclosed with this letter, please find the payoff funds in the amount of \$[Payoff Amount] via [Wire Transfer/Check].

The enclosed payment represents the full and final payoff amount as provided in your payoff demand statement dated [Date of Payoff Quote].

Upon receipt and processing of these funds, we formally request that you:

1. Issue a formal Satisfaction of Mortgage or Release of Lien.
2. Record said Release with the [County Name] County Recorder's Office.
3. Provide confirmation of the recording to our office at the address listed below.

Should there be any issues with this payoff or the subsequent release of lien, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title Company Name]

[Company Address]