

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

[Date]

[Mortgage Servicer Name]
[Department - e.g., Payoff Department]
[Address]
[City, State, Zip Code]

Re: Request for Loan Discharge Satisfaction and Mortgage Insurance Premium (MIP) Refund
Loan Number: [Your Loan Number]
FHA Case Number: [Your FHA Case Number]

To Whom It May Concern,

I am writing to formally confirm the full repayment of my FHA-insured mortgage loan for the property located at [Property Address]. The final payment was issued on [Date of Final Payment].

Please provide a formal "Satisfaction of Mortgage" or "Release of Lien" document confirming that the debt has been fully discharged. I request that this document be recorded with the appropriate local land records office and that a copy be sent to me for my records.

Additionally, I am requesting a review of my account for any eligible FHA Mortgage Insurance Premium (MIP) refunds or distributive share payments. If a refund is due, please process the request with the U.S. Department of Housing and Urban Development (HUD) or provide me with the necessary documentation to claim these funds directly.

Please send all confirmation documents and any potential refund checks to my current mailing address listed above.

Thank you for your prompt attention to this matter. Please contact me if you require additional information.

Sincerely,

[Your Signature]

[Your Printed Name]