

Date: [Insert Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Mortgage Satisfaction and Request for Premium Refund

Borrower Name: [Your Full Name]

Property Address: [Full Property Address]

FHA Case Number: [Insert FHA Case Number]

Loan Account Number: [Insert Loan Number]

To Whom It May Concern,

This letter is to formally notify you that the mortgage loan associated with the above-referenced FHA case number has been paid in full as of [Date of Final Payment].

Please provide a formal **Certificate of Satisfaction** or a **Release of Lien** to the local land records office and send a copy to my attention at the address listed below. If there are any remaining funds in my escrow account, please issue a check for the balance within 30 days.

Furthermore, I am requesting an application or status update regarding any eligible **FHA Mortgage Insurance Premium (MIP) refund**. Since this loan was terminated early, I believe I may be entitled to a partial refund of the upfront mortgage insurance premium paid at closing, pursuant to HUD regulations.

Please forward all final documentation and any applicable refunds to my current mailing address:

[Your Name]

[Your Current Mailing Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]