

[Date]

[Lender Name]

[Loan Servicing Department]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Final Mortgage Payment and Request for Satisfaction of Mortgage

Loan Number: [Your Loan Number]

Property Address: [Your Full Property Address]

To Whom It May Concern,

Please accept this letter as formal notification that the final payment for the above-referenced mortgage loan was submitted on [Date] in the amount of \$[Amount].

According to my records, this payment fulfills all financial obligations regarding this loan. I am requesting that your institution provide the following:

- A formal "Paid in Full" letter or statement.
- The original Promissory Note, marked "Paid" or "Canceled."
- The recorded Release of Lien or Satisfaction of Mortgage document.
- Information regarding the status of any remaining funds in my escrow account.

Please confirm once the Satisfaction of Mortgage has been filed with the [County Name] County Recorder's Office. If any additional steps are required on my part, please notify me in writing at the address listed below.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Current Mailing Address]

[Your Phone Number]

[Your Email Address]