

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

[Date]

[Lender Name]
[Mortgage Servicing Department]
[Lender Address]
[City, State, Zip Code]

RE: Mortgage Satisfaction and Escrow Account Closure

Loan Number: [Your Loan Number]

Property Address: [Full Address of the Property]

To Whom It May Concern,

I am writing to formally request the closure of my mortgage account and the associated escrow account for the property referenced above, as the loan has been paid in full as of [Date of Final Payment].

Specifically, I request the following actions be completed:

- **Mortgage Satisfaction:** Please record the Satisfaction of Mortgage (or Release of Lien) with the appropriate county recorder's office and provide me with a copy for my records.
- **Escrow Refund:** Please close the escrow account and refund any remaining balance, including any accrued interest, to me at the address listed above.
- **Final Statement:** Please provide a final payoff statement showing a zero balance.

According to federal regulations, I expect to receive the escrow refund check within 20 to 30 business days. Please also notify the homeowners insurance provider and the local tax authority that your interest in this property has been terminated.

If there are any further documents required or if you have questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]