

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

[Date]

[Lender/Service Name]
[Payoff Department Address]
[City, State, Zip Code]

RE: Accelerated Mortgage Fulfillment and Request for Reconveyance

Loan Number: [Insert Loan Number]
Property Address: [Insert Property Address]

Dear Payoff Department,

Please accept this letter and the enclosed certified funds in the amount of \$[Insert Amount] as final and accelerated fulfillment of the above-referenced mortgage loan. This payment represents the total outstanding principal balance, accrued interest, and all applicable fees as per the payoff quote dated [Insert Date].

As this payment constitutes a full satisfaction of the debt, I formally request that you execute and record a Full Reconveyance or Release of Lien with the [Insert County Name] County Recorder's Office within the timeframe mandated by state law.

Upon processing, please forward the following documents to my attention at the address listed above:

- A copy of the recorded Deed of Reconveyance or Satisfaction of Mortgage.
- The original Promissory Note marked "Paid in Full."
- Notice of the closure of the escrow account and a check for any remaining escrow surplus.

If there are any discrepancies or further requirements to finalize this reconveyance, please contact me immediately at [Insert Phone Number].

Sincerely,

[Signature]

[Printed Name]