

Date: [Insert Date]

Loan Number: [Insert Loan Number]

Property/Collateral Address: [Insert Address if applicable]

TO:

[Lender/Bank Name]

[Lien Release/Payoff Department]

[Lender Address]

SUBJECT: URGENT REQUEST FOR EXPEDITED LOAN SATISFACTION AND DISCHARGE OF LIEN

To Whom It May Concern,

This letter serves as a formal notification that the above-referenced loan has been paid in full as of [Date of Final Payment].

I am requesting an **expedited** processing of the Satisfaction of Mortgage / Release of Lien. Due to an upcoming [Real Estate Closing / Refinancing / Time-Sensitive Requirement] scheduled for [Date], it is imperative that the discharge document be recorded or provided immediately.

Specifically, I request that you:

- Execute the formal Satisfaction of Mortgage or Lien Release document.
- File the discharge with the appropriate [County/City] Recorder's Office immediately.
- Provide a copy of the recorded discharge or a "Paid in Full" letter to the email address listed below.

If there are any outstanding administrative fees required to process this expedited release, please contact me immediately at [Phone Number].

Please send confirmation of the discharge to:

[Your Name]

[Your Mailing Address]

[Your Email Address]

[Your Phone Number]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]