

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender Name]
[Payoff/Lien Release Department]
[Lender Address]

**RE: REQUEST FOR EXPEDITED MORTGAGE SATISFACTION PIECE / LIEN
RELEASE**

Account Number: [Your Loan Number]
Property Address: [Full Property Address]
Date of Final Payment: [Date]

To Whom It May Concern,

I am writing to formally request the expedited processing and recording of a Satisfaction of Mortgage (or Release of Lien) for the above-referenced property. The mortgage has been paid in full, and my account currently reflects a zero balance.

Pursuant to [State/Local] statutes regarding the timely release of mortgage liens, please perform the following:

- Execute a formal Satisfaction of Mortgage, Discharge, or Release.
- Record the document with the [County Name] Recorder of Deeds.
- Provide me with a copy of the recorded document or a "Zero Balance" confirmation letter for my records.

This request is urgent due to a [Reason: e.g., Pending Sale / Refinancing / Closing Date of MM/DD/YYYY]. Please notify me immediately if there are any additional fees required to expedite this filing.

Thank you for your prompt attention to this matter. Please confirm receipt of this request by contacting me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]