

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

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

**RE: Notice of Full Payment and Request for Satisfaction of Mortgage**

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

To Whom It May Concern,

This letter serves as formal notification that the above-referenced mortgage loan has been paid in full as of [Date of Final Payment]. The final payment was made via [Wire Transfer/Certified Check] in the amount of \$[Amount].

According to state law and the terms of the original security instrument, I am requesting that you immediately execute and record a formal "Satisfaction of Mortgage" or "Release of Lien" with the [County Name] Recorder of Deeds to clear the title of this property.

Please provide me with the following within [Number, e.g., 30] days:

- A copy of the recorded Satisfaction of Mortgage or Release of Lien.
- The original Promissory Note marked "Paid in Full."
- A final escrow statement showing a zero balance and a check for any remaining overage in the escrow account.

Please mail all original documentation and the confirmation of the release to my current mailing address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]