

[Sender Name/Lending Institution]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recorder of Deeds / County Clerk Office Name]
[Street Address]
[City, State, Zip Code]

RE: RUSH RECORDING REQUEST - Satisfaction of Mortgage / Release of Lien

To the Office of the Recorder:

Please find enclosed an original **Satisfaction of Mortgage** (or Release of Lien) for the following property/loan:

- **Borrower Name(s):** [Borrower Name]
- **Property Address:** [Full Property Address]
- **Original Loan Amount:** \$[Amount]
- **Original Recording Date:** [Date]
- **Instrument/Document Number:** [Number]
- **Book and Page:** [Book/Page Number]

We kindly request that this document be processed and recorded on a **RUSH** basis. A pending real estate closing or refinancing is scheduled for [Date], and the recorded release is required to clear title.

Enclosed is a check in the amount of \$[Amount] for the standard recording fees and any applicable expedited processing fees. Once recorded, please return the original document to:

[Return Name/Company]
[Attention To]
[Return Mailing Address]

If there are any issues preventing the immediate recording of this document, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt assistance.

Sincerely,

[Signature]
[Typed Name]
[Title]