

**URGENT: RUSH REQUEST FOR TITLE CLEARANCE AND SATISFACTION**

Date: [Insert Date]

To: [Lender/Service Name]  
Attn: Lien Release / Satisfaction Department  
Address: [Lender Address]  
Fax/Email: [Insert Fax Number or Email]

**RE: MORTGAGE SATISFACTION AND LIEN RELEASE**

Borrower Name: [Insert Borrower Name]  
Loan Number: [Insert Loan Number]  
Property Address: [Insert Full Property Address]  
Recording Info: [Insert Book/Page or Instrument Number, if known]

To Whom It May Concern,

This letter serves as a formal request for a rush processing of the Mortgage Satisfaction and Lien Release for the property referenced above. The loan associated with this mortgage was paid in full on [Date of Final Payment].

A pending real estate transaction is currently scheduled for [Closing Date]. We require a recorded Satisfaction of Mortgage or a formal Title Clearance Letter to ensure clear title for the transfer of ownership. Failure to receive this documentation by [Deadline Date] may result in the cancellation of the sale.

Please find the attached proof of payoff. Once processed, please provide a copy of the Satisfaction/Release via email to [Your Email Address] or via fax to [Your Fax Number].

If there are any fees associated with this rush request, or if additional information is required, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title - e.g., Homeowner, Closing Attorney, or Title Agent]