

URGENT: MORTGAGE PAYOFF SATISFACTION REQUEST

Date: [Insert Date]

To: [Lender Name]
Attn: Payoff/Lien Release Department
[Lender Address]
[City, State, Zip Code]

RE: Notice of Full Payoff and Request for Satisfaction of Mortgage

Borrower Name(s): [Insert Names]
Loan Account Number: [Insert Loan Number]
Property Address: [Insert Property Address]
Date of Final Payment: [Insert Date]

To Whom It May Concern,

This letter serves as formal notification that the above-referenced mortgage loan has been paid in full. Our records indicate that the final payoff funds were received and processed by your institution on [Insert Date].

As this is a time-sensitive matter regarding [a pending real estate closing / refinancing / title clearing], I am requesting the following actions be taken immediately:

- Provide a formal "Paid in Full" or "Letter of Satisfaction" confirming the zero balance.
- Execute and record the Release of Lien/Satisfaction of Mortgage with the appropriate County Recorder's Office.
- Forward a copy of the recorded release to the address listed below once finalized.

Please confirm receipt of this request and provide an estimated timeline for the filing of the satisfaction documents. If there are any outstanding requirements or fees needed to complete this process, notify me immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Mailing Address for Confirmation]
[Phone Number]