

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Final Payoff and Request for Release of Lien

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

To Whom It May Concern,

This letter serves as formal notification that the mortgage loan referenced above has been paid in full as of [Date of Final Payment].

As the loan is now satisfied, I am requesting that you complete the following actions within the timeframe required by state law:

- Issue a formal Release of Mortgage or Satisfaction of Mortgage document.
- File the necessary discharge paperwork with the [Name of County] County Recorder's Office to clear the title of the property.
- Provide written confirmation to me once the lien has been officially released.
- Refund any remaining funds held in my escrow account, if applicable.

Please mail the recorded release or satisfaction document to the following address:

[Your Name]

[Your Mailing Address]

[City, State, Zip Code]

If there are any further requirements or if additional information is needed, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]