

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Request for Full Release and Satisfaction of Mortgage

Borrower Name: [Your Name]

Property Address: [Full Property Address]

Account Number: [HELOC Account Number]

To Whom It May Concern,

I am writing to formally request a full release and satisfaction of the mortgage lien associated with the Home Equity Line of Credit (HELOC) referenced above.

As of [Date of Final Payment], the balance of this account has been paid in full, and the line of credit has been closed. Therefore, I request that you execute and record a formal "Satisfaction of Mortgage" or "Release of Lien" with the [Name of County] County Recorder's Office to clear the title of the property.

Please send a copy of the recorded release or a confirmation letter stating that the lien has been discharged to my mailing address listed below:

[Your Mailing Address]

[City, State, Zip Code]

If there are any outstanding administrative fees required to process this release, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]