

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Lending Institution Name]
[Mortgage Servicing Department]
[Address]
[City, State, Zip Code]

RE: Request for Mortgage Release / Satisfaction of Mortgage

Mortgagor(s): [Borrower Names]
Loan Number: [Account Number]
Property Address: [Full Legal Address of Property]
Sale Closing Date: [Date]

To Whom It May Concern,

Please be advised that the above-referenced property was sold on [Date]. In connection with this sale, a full payoff payment in the amount of \$[Amount] was issued to your institution via [Wire Transfer/Check] on [Date].

As the underlying debt has now been satisfied in full, we formally request that you execute and record a Mortgage Release or Satisfaction of Mortgage with the [County Name] Recorder of Deeds.

Please provide a copy of the recorded release or a confirmation of the discharge to the following address:

[Name/Company Name]
[Mailing Address]
[Email Address]

If there are any outstanding requirements or fees necessary to finalize this release, please contact me immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Capacity]