

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: Mortgage Payoff and Release of Lien

Loan Number: [Your Loan Number]
Property Address: [Full Address of Property]

To Whom It May Concern,

Enclosed please find a check/wire transfer in the amount of \$[Total Payoff Amount] as full and final payment for the mortgage loan referenced above, pursuant to the payoff statement dated [Date of Payoff Statement].

Upon receipt and processing of these funds, please perform the following actions:

- Apply these funds to satisfy the outstanding balance of the loan in full.
- Issue a formal Satisfaction of Mortgage or Release of Lien document.
- File the release with the appropriate County Recorder's Office to clear the title.
- Close any associated escrow accounts and refund any remaining balance to the address listed above.
- Provide a final paid-in-full statement for my records.

If there are any issues or if additional information is required to complete this release, please contact me immediately at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]