

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

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Request for Mortgage Release / Satisfaction of Mortgage

Property Address: [Property Address]
Borrower Name(s): [Borrower Name(s)]
Loan Number: [Loan Number]
Title File Number: [File Number]

To Whom It May Concern,

Please be advised that [Title Company Name] has facilitated the payoff of the above-referenced mortgage loan on [Payoff Date]. Enclosed is a copy of the payoff wire confirmation/check and the payoff statement provided by your institution.

We hereby request that you execute a formal Release of Mortgage or Satisfaction of Mortgage and record it with the [County Name] County Recorder's Office. If your policy is to mail the original recorded release to the settlement agent, please send it to:

[Title Company Name]
Attn: [Contact Person/Department]
[Mailing Address]
[City, State, Zip Code]

If the release has already been sent for recording, please provide us with the recording information (Instrument Number or Book/Page) for our files.

Thank you for your prompt attention to this matter. Should you have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Title Company Name]