

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

[Date]

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

**RE: Settlement and Release of Liability**

**Loan Number:** [Your Loan Number]

**Property Address:** [Full Property Address]

Dear [Contact Name or Lender Representative],

I am writing regarding the foreclosure process completed on the property located at [Property Address] on [Date of Foreclosure Sale].

The purpose of this letter is to request a formal written release of any and all further liability regarding the aforementioned loan and property. As the foreclosure sale has been finalized, I am seeking confirmation that [Lender Name] will not pursue a deficiency judgment for any remaining balance between the sale price and the outstanding mortgage debt.

Please provide a "Satisfaction of Mortgage" or a "Release of Liability" document confirming that:

- The debt is considered settled in full.
- No further collections actions will be taken against me.
- The account will be reported to credit bureaus as "Foreclosed," "Paid," or "Settled," with a zero balance.

I request that this confirmation be sent to my current mailing address listed above within [Number, e.g., 30] business days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]