

[Current Date]

[Trustee Name or County Recorder Office]

[Address Line 1]

[City, State, Zip Code]

RE: Request for Full Reconveyance and Release of Lien

To Whom It May Concern,

This letter serves as a formal request to execute and record a Full Reconveyance of the Deed of Trust described below. The underlying debt secured by this instrument has been paid in full.

Property and Document Information:

- **Trustor/Borrower:** [Name of Borrower]
- **Beneficiary/Lender:** [Name of Lender]
- **Date of Deed of Trust:** [Date signed]
- **Recording Date:** [Date recorded]
- **Instrument/Document Number:** [Number]
- **Book/Page Number:** [If applicable]
- **Property Address:** [Full Physical Address]
- **Legal Description:** [Insert Legal Description or Attach as Exhibit A]

Please deliver the recorded Full Reconveyance and the original Note marked "Paid in Full" to the following address:

[Name]

[Mailing Address]

[City, State, Zip Code]

Enclosed please find the required processing fees in the amount of \$[Amount]. Should you require any additional information to complete this release, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title, if acting on behalf of a company]