

[Date]

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

**RE: NOTICE OF ESCROW CLOSING AND REQUEST FOR LIEN DISCHARGE**

**Property Address:** [Full Property Address]  
**Escrow Number:** [Escrow Number]  
**Lien Reference/Recording Number:** [Reference Number]

Dear [Contact Person or Department],

Please be advised that the above-referenced property is currently in escrow and is scheduled to close on [Closing Date].

Enclosed with this letter is a check in the amount of \$[Amount], representing the full payoff amount required to satisfy the lien held against the property, as per the payoff demand statement dated [Date].

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

- Apply the funds to satisfy the debt in full.
- Execute a formal Release of Lien, Satisfaction of Mortgage, or Reconveyance document.
- Record the discharge with the [County Name] Recorder's Office or forward the original recorded release to our office at the address below.

Should you require any further documentation to complete this discharge, please contact the undersigned immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Title/Company Name]  
[Return Address]