

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

[Date]

[Mortgage Servicer Name]  
[Lien Release Department]  
[Address]  
[City, State, Zip Code]

**RE: Request for Release of Lien / Satisfaction of Mortgage**

Account Number: [Your Mortgage Account Number]  
Property Address: [Full Address of the Property]

To Whom It May Concern,

I am writing to formally request the cancellation of the lien held by [Mortgage Servicer Name] against the property located at the address mentioned above. The mortgage loan associated with this account has been paid in full as of [Date of Final Payment].

Please prepare and record the "Satisfaction of Mortgage" or "Release of Lien" document with the [Name of County] County Recorder's Office. Once the document has been recorded, please send a copy of the recorded release to my mailing address for my records.

If there are any outstanding fees required to process this cancellation, or if you require additional information, please contact me immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]