

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

[Date]

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

RE: Notice of Full Payoff and Request for Lien Release

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

To Whom It May Concern,

This letter is to formally notify you that the above-referenced mortgage loan has been paid in full as of [Date of Final Payment] via a refinance transaction. The total payoff amount was \$[Amount Paid].

As the loan is now fully satisfied, I request that you execute and record a formal Release of Lien (or Satisfaction of Mortgage) with the [Name of County] County Recorder's Office. Please ensure that all necessary documents are filed to clear the title of the property.

Once the lien release has been recorded, please send a confirmation copy to my mailing address listed above. Additionally, if there are any remaining funds in my escrow account, please issue a refund check to my attention within the legally required timeframe.

If you require any further information to process this request, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]