

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

[Date]

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

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

**Loan Number:** [Your Loan Number]  
**Property Address:** [Full Legal Address of the Property]

To Whom It May Concern,

I am writing to formally request a Release of Lien (or Satisfaction of Mortgage) regarding the above-referenced property. This loan was paid in full on [Date of Final Payment].

Please provide the following documentation:

- A formal Discharge of Mortgage or Satisfaction of Mortgage document.
- Evidence that the release has been filed with the [Name of County] County Recorder's Office, or the original recordable documents so that I may file them myself.
- Confirmation that the lien has been removed from the property title.

If there are any outstanding administrative fees required to process this discharge, please notify me immediately. Otherwise, please mail the completed documentation to my current mailing address listed at the top of this letter.

Thank you for your prompt attention to this matter. I look forward to receiving confirmation of the discharge within [Number, e.g., 30] business days.

Sincerely,

[Your Signature]  
[Your Printed Name]