

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

[Date]

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

RE: Discharge of Mortgage and Promissory Note

Account/Loan Number: [Your Loan Number]

Property Address: [Address of the Mortgaged Property]

To Whom It May Concern,

I am writing to formally request the discharge and release of the Mortgage and the associated Promissory Note regarding the property referenced above.

The total balance of the loan has been paid in full as of [Date of Final Payment]. I request that you execute and record a formal Satisfaction of Mortgage (or Release of Mortgage) with the [Name of County] County Recorder's Office to clear the title of the property.

Furthermore, please return the original Promissory Note to me, marked "Paid in Full," along with any other original loan documents that are currently in your possession.

Please provide written confirmation once the discharge has been recorded and the documents have been mailed to my address on file.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]