

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

[Date]

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

RE: Notice of Cancellation of Mortgage Promissory Note

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

Dear [Contact Person or Loan Department],

I am writing to formally notify you of the cancellation of the Promissory Note associated with the mortgage on the property located at the address listed above.

The obligation under this Note has been satisfied in full as of [Date of Final Payment].
According to the terms of the agreement and local regulations, I request that you perform the following actions within [Number] days:

- Provide a formal Release of Mortgage or Satisfaction of Mortgage document.
- Return the original Promissory Note marked "PAID IN FULL" or "CANCELED."
- File the necessary discharge papers with the [Name of County] County Recorder's Office to clear the title of the property.

Please send the confirmation of the cancellation and the original documents to my mailing address provided above. If there are any outstanding fees required to process this discharge, please provide a detailed invoice immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]