

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

[Date]

[Lender Name/Mortgage Company]
[Lender Address]
[City, State, Zip Code]

RE: Notice of Satisfaction and Request for Discharge of Promissory Note

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

To Whom It May Concern,

I am writing to formally notify you that the mortgage loan associated with the above-referenced account and property has been paid in full as of [Date of Final Payment].

Pursuant to the terms of the original Loan Agreement and applicable state laws, I hereby request the following:

- The formal discharge and release of the Promissory Note.
- The original Promissory Note marked "PAID IN FULL" and returned to my mailing address listed above.
- The execution and recording of a Satisfaction of Mortgage (or Release of Lien/Deed of Reconveyance) with the [County Name] Recorder's Office to clear the title of the property.
- Verification that the lien on the property has been extinguished.

Please provide written confirmation once these documents have been processed and recorded. If there are any further requirements or fees needed to finalize this discharge, please notify me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]