

[Current Date]

[Lender Name]

[Payoff Department Address]

[City, State, Zip Code]

RE: Release of Mortgage Payoff Guarantee / Satisfaction of Mortgage

Loan Number: [Insert Loan Number]

Property Address: [Insert Full Property Address]

Borrower Name(s): [Insert Borrower Names]

To Whom It May Concern,

This letter serves as a formal request for the release of the mortgage guarantee and the issuance of a formal Satisfaction of Mortgage (or Reconveyance) for the above-referenced account.

On **[Date of Final Payment]**, a total payoff amount of **[\$[Insert Amount]** was sent to your institution via **[Check/Wire Transfer]**. This payment was intended to satisfy the remaining balance of the mortgage in full, including all principal, interest, and applicable fees as per your payoff demand statement dated **[Date of Payoff Statement]**.

As the debt has been paid in full, please perform the following actions:

1. Release any and all guarantees associated with this mortgage loan.
2. File the necessary Satisfaction of Mortgage or Release of Lien with the **[Insert County Name]** County Recorder's Office.
3. Provide written confirmation to the undersigned that the loan account is closed and the lien has been released.

Please forward the recorded release documents or confirmation of filing to:

[Your Name/Mailing Address]

[City, State, Zip Code]

If there are any outstanding requirements or if additional information is needed to finalize this release, please contact me immediately at **[Your Phone Number]** or **[Your Email Address]**.

Sincerely,

[Your Printed Name]