

Date: [Insert Date]

To (Trustee Name): [Insert Trustee Name]

Address: [Insert Trustee Address]

City, State, Zip: [Insert Trustee City, State, Zip]

Re: Demand for Full Reconveyance

Trustor (Borrower): [Insert Borrower Name]

Beneficiary (Lender): [Insert Your Name or Institution]

Deed of Trust Date: [Insert Date of Original Deed]

Recording Date: [Insert Date Recorded]

Instrument/Document Number: [Insert Document Number]

County of Record: [Insert County Name]

Property Address: [Insert Full Property Address]

To the Trustee:

The undersigned is the legal owner and holder of the promissory note and all other indebtedness secured by the Deed of Trust described above.

You are hereby notified that the obligations secured by said Deed of Trust have been fully satisfied. In accordance with the terms of the Deed of Trust and applicable state laws, you are hereby requested and directed to execute and record a Full Reconveyance of the estate held by you under said Deed of Trust to the person or persons legally entitled thereto.

The following items are enclosed for your processing:

- The original Promissory Note marked "Paid in Full."
- The original Deed of Trust.
- Processing fees in the amount of \$[Insert Amount].

Please provide confirmation once the Full Reconveyance has been recorded.

Sincerely,

[Beneficiary Signature]

[Beneficiary Printed Name]

[Contact Phone Number]