

Date: [Current Date]

To: [Trustee/Lender Name]

Address: [Street Address]

City, State, Zip: [City, State, Zip Code]

RE: Request for Full Reconveyance / Release of Lien

Loan Number: [Your Loan Number]

Borrower(s): [Names of Borrowers]

Property Address: [Physical Address of Property]

Escrow/Closing Number: [Escrow Number]

To Whom It May Concern,

This letter serves as a formal request for a Full Reconveyance regarding the above-referenced loan. The obligation secured by the Deed of Trust has been paid in full as of [Date of Final Payment].

Enclosed please find the following documents (if required):

- Copy of the Paid Note
- Copy of the recorded Deed of Trust
- Reconveyance Fee in the amount of \$[Amount]

Please execute the Substitution of Trustee and Deed of Full Reconveyance and submit it to the County Recorder's Office in [Name of County] County for recording. Once recorded, please forward the original document to the following address:

[Name]

[Mailing Address]

[City, State, Zip Code]

If there are any issues or if additional fees are required to complete this process, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Company Name, if applicable]