

[Date]

[Trustee Name or County Recorder Office]

[Address]

[City, State, Zip Code]

**RE: Request for Full Reconveyance**

**Borrower(s):** [Borrower Names]

**Property Address:** [Full Property Address]

**Loan Number:** [Loan Account Number]

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

**Recording Information:** [Instrument/Document Number or Book/Page]

To Whom It May Concern,

This letter serves as formal notification that the obligation secured by the above-referenced Deed of Trust has been paid in full. The beneficiary under said Deed of Trust has received all sums secured thereby and the underlying promissory note has been canceled.

You are hereby requested and directed to execute and record a Full Reconveyance of the property described in said Deed of Trust, releasing the lien of record. Please release all right, title, and interest currently held by the Trustee to the person or persons legally entitled thereto.

Attached please find the following documents (if applicable):

- Original Note marked "Paid in Full"
- Original Deed of Trust
- Reconveyance Fees

Please mail the recorded Reconveyance document to the following address:

[Name]

[Mailing Address]

[City, State, Zip Code]

Sincerely,

[Signature]

[Printed Name of Beneficiary/Lender]

[Phone Number]