

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

[Date]

[Lender or Trustee Name]  
[Lender or Trustee Address]  
[City, State, Zip Code]

**RE: Request for Full Reconveyance**

Loan Account Number: [Your Loan Number]  
Property Address: [Complete Property Address]  
Deed of Trust Recording Date: [Date Document was Recorded]  
Instrument/Document Number: [Document Number from County Records]

To Whom It May Concern,

I am writing to formally request a Full Reconveyance of the Deed of Trust for the property referenced above. The mortgage loan associated with this property has been paid in full as of [Date of Final Payment].

Please execute the Reconveyance document and submit it to the County Recorder's office to officially release the lien on the title. Once the Reconveyance has been recorded, please send a copy of the recorded document to my mailing address listed above for my records.

If there are any administrative fees required to process this request that were not included in the final payoff amount, please notify me immediately. Otherwise, I expect this matter to be completed within the statutory timeframe required by state law.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]