

Date: [Insert Date]

To:

[County Recorder's Office/Trustee Name]

[Address]

[City, State, Zip Code]

Subject: Request for Release of Lien / Deed of Reconveyance

To Whom It May Concern,

This letter serves as a formal notification that the obligation secured by the Deed of Trust/Mortgage described below has been paid in full. We hereby request that a Deed of Reconveyance be executed and recorded to release the lien on the property.

Property Information:

- **Borrower Name(s):** [Full Name of Borrower(s)]
- **Lender/Beneficiary:** [Name of Bank or Lending Institution]
- **Property Address:** [Full Physical Address of the Property]
- **Legal Description:** [Insert Lot/Block/Subdivision or APN]

Recording Information:

- **Original Loan Amount:** \$[Amount]
- **Date of Deed of Trust:** [Date]
- **Recording Date:** [Date recorded by County]
- **Instrument/Document Number:** [Reference Number]
- **Book/Page Number:** [If applicable]

Please process this reconveyance and provide a recorded copy of the release to the undersigned at the address provided below.

Sincerely,

[Signature]

[Printed Name]

[Mailing Address]

[Phone Number]

[Email Address]