

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

[Date]

[Mortgage Company Name]
[Mortgage Company Address]
[City, State, Zip Code]

RE: Mortgage Liability Discharge Request
Deceased: [Full Name of Deceased]
Property Address: [Full Address of the Property]
Loan Account Number: [Account Number]

To Whom It May Concern,

I am writing to you in my capacity as the [Executor/Administrator/Personal Representative] of the Estate of [Name of Deceased], who passed away on [Date of Death]. I have attached a certified copy of the death certificate and my Letters of Administration for your records.

The mortgage associated with the above-referenced account has been paid in full as of [Date of Final Payment]. I am formally requesting a full discharge of the mortgage liability and a release of the lien held against the property.

Please provide the following documentation to the estate:

- A formal Release of Mortgage or Satisfaction of Mortgage document.
- Confirmation that the county recorder's office has been notified of the lien release.
- A final statement showing a zero balance on the account.

If there are any remaining escrow funds or overpayments, please issue a check payable to "The Estate of [Name of Deceased]" and mail it to the address listed above.

Please confirm receipt of this request and provide an estimated timeline for the processing of the discharge documents. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title: e.g., Executor of the Estate of Name of Deceased]

Enclosures: Death Certificate, Letters of Administration/Testamentary