

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Release of Promissory Note for Deceased Borrower

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Deceased Borrower: [Full Name of Deceased]

To Whom It May Concern,

Please be advised that the borrower, **[Full Name of Deceased]**, passed away on **[Date of Death]**. I am writing to you in my capacity as the **[Executor/Administrator/Heir]** of the estate. A certified copy of the death certificate is enclosed for your records.

As the debt associated with the above-referenced loan has been **[paid in full / settled / assumed by a successor]**, I am formally requesting a Release of Promissory Note and a Satisfaction of Mortgage (or Deed of Reconveyance) to be filed with the appropriate county records office.

Please provide written confirmation that the estate of **[Full Name of Deceased]** is released from all further financial obligations regarding this loan. Furthermore, please return the original Promissory Note marked "Paid in Full" or "Canceled" to the following address:

[Name of Recipient]

[Mailing Address]

[City, State, Zip Code]

If there are any remaining requirements or documents needed to finalize this release, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

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

Enclosures:

1. Certified Copy of Death Certificate
2. Letters Testamentary / Letters of Administration (if applicable)
3. Final Payment Confirmation (if applicable)