

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

[Date]

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

**RE: Mortgage Payoff and Escrow Account Closure**

Account Number: [Your Mortgage Account Number]

Property Address: [Property Address]

To Whom It May Concern,

Please accept this letter as formal notification that the mortgage for the above-referenced property was paid in full on [Date].

I am requesting that you formally close the escrow account associated with this mortgage. Please ensure that any remaining funds, including property tax and insurance reserves, are returned to me via check at the address listed above.

Additionally, please provide the following documents within the legally required timeframe:

- A final mortgage statement showing a zero balance.
- A copy of the Satisfaction of Mortgage or Release of Lien document.
- Confirmation that the county recorder's office has been notified.

If you have any questions or require additional information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]