

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

[Date]

[Lending Institution Name]
[Mortgage Department]
[Institution Address]
[City, State, Zip Code]

RE: Mortgage Debt Clearance and Release of Lien

Account Number: [Your Mortgage Account Number]

Property Address: [Full Address of the Property]

To Whom It May Concern,

I am writing to formally request a Mortgage Debt Clearance Letter (also known as a Satisfaction of Mortgage) regarding the above-referenced property. I have recently paid the outstanding balance of this mortgage in full.

Please provide written confirmation that:

- The mortgage loan associated with the account number listed above has been paid in full.
- The outstanding balance is now zero (\$0.00).
- The lending institution no longer has any claim or lien against the property located at [Property Address].

Furthermore, please confirm that the formal Release of Lien has been, or will be, filed with the appropriate County Recorder's Office or Land Registry. I would appreciate a copy of the recorded release for my personal records once it becomes available.

Please send the requested documentation to my mailing address listed at the top of this letter. If there are any further steps required on my part, please notify me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]