

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

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

RE: Mortgage Paid in Full - Request for Discharge Documents

Account Number: [Your Account Number]

Property Address: [Full Address of the Property]

To Whom It May Concern,

I am writing to formally confirm that the mortgage loan associated with the above-referenced account and property has been paid in full as of [Date of Final Payment].

Please provide a formal "Paid in Full" letter for my records. Additionally, I request that you complete the necessary steps to release the lien on the property. This includes filing a Satisfaction of Mortgage or Mortgage Discharge document with the [Name of County] County Recorder's Office.

Please send the recorded discharge document or a confirmation of the filing to my mailing address listed above. If there are any outstanding fees required to process this discharge, please notify me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]