

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

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

RE: RELEASE OF PROMISSORY NOTE AND MORTGAGE CANCELLATION

Loan Number: [Insert Loan Number]
Property Address: [Insert Full Legal Property Address]

To Whom It May Concern,

This letter serves as a formal request to confirm that the above-referenced loan has been paid in full as of [Date of Final Payment].

Please provide the following documentation within the legally required timeframe:

- The original Promissory Note, marked "Paid in Full" or "Cancelled."
- A formal Release of Mortgage or Satisfaction of Mortgage document.
- Evidence that the Satisfaction of Mortgage has been filed with the [County Name] Recorder's Office.

Please mail the original documents and confirmation of the recording to my address listed above. If there are any outstanding steps required on my part, please notify me immediately in writing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]