

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

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

RE: Request for Release of Mortgage / Satisfaction of Mortgage

Loan Account Number: [Your Loan Number]
Property Address: [Complete Property Address]

To Whom It May Concern,

Please be advised that the mortgage loan associated with the above-referenced account and property has been paid in full as of [Date of Final Payment].

I am formally requesting that you execute and record a formal "Release of Mortgage" or "Satisfaction of Mortgage" document with the [Name of County] County Recorder's Office to officially clear the title of this property.

Additionally, please provide me with a written confirmation or a copy of the recorded release once it has been processed. If there are any remaining escrow funds or overpayments, please issue a check for the balance to my current address listed above.

Please notify me if any further information or documentation is required to complete this process.

Sincerely,

[Your Signature]

[Your Printed Name]