

Date: [Date]

Lender Name: [Mortgage Company Name]

Lender Address: [Street Address, City, State, Zip Code]

Borrower(s): [Seller Name(s)]

Loan Number: [Loan Account Number]

Property Address: [Full Property Address]

Subject: Notice of Mortgage Payoff and Request for Satisfaction of Mortgage

To Whom It May Concern,

This letter serves as formal notification that the mortgage loan referenced above has been paid in full as of [Date of Final Payment].

As the loan is now satisfied, please perform the following actions within the timeframe required by state law:

- Issue a formal "Release of Mortgage" or "Satisfaction of Mortgage" document.
- File the necessary discharge paperwork with the [County Name] Recorder of Deeds to clear the title of the property.
- Provide written confirmation to the undersigned that the lien has been officially released.
- Refund any remaining funds held in the escrow account associated with this loan.

Please mail the recorded release and any escrow refund check to the following address:

[New Mailing Address]

[City, State, Zip Code]

If there are any issues or if additional information is required, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Seller Signature]

[Printed Name]