

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

RE: Mortgage Payoff Clearance / Release of Lien

Mortgage Account Number: [Your Account Number]

Property Address: [Full Property Address]

To Whom It May Concern,

This letter is to formally request a Mortgage Payoff Clearance Letter and a Release of Lien for the property mentioned above. The final payoff amount was sent to your institution on [Date of Final Payment] in the amount of \$[Final Payment Amount].

Please provide written confirmation that:

- The mortgage account has been paid in full.
- The account has been officially closed.
- The lien on the property has been released or the Satisfaction of Mortgage has been filed with the county recorder's office.

Please send the clearance documentation to the following address:

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]