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

[Date]

[Mortgage Company Name]
[Lienholder Department]
[Address]
[City, State, Zip Code]

RE: REQUEST FOR CANCELLATION OF INTEREST / SATISFACTION OF MORTGAGE

Borrower Name(s): [Borrower Name(s)]
Property Address: [Full Property Address]
Loan Account Number: [Account Number]
Recording Information: [Book/Page or Instrument Number]

To Whom It May Concern,

This letter is to formally request the cancellation of interest and the release of the mortgage lien held by your institution regarding the above-referenced property. The underlying debt associated with this mortgage has been paid in full as of [Date of Final Payment].

Please execute a formal Satisfaction of Mortgage, Discharge of Mortgage, or Reconveyance document and file it with the appropriate County Recorder's Office to clear the title. If your internal policies require you to send the original release document directly to the county, please provide our office with a copy of the transmittal for our records.

If there are any outstanding fees required to process this cancellation, or if further documentation is needed, please contact the undersigned immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]
[Title, if applicable]