

Mortgage Discharge Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request assistance with the discharge of my mortgage for the property located at [Property Address]. My loan account number is [Account Number].

As of [Date], I have successfully paid off the remaining balance of my mortgage; however, I require your assistance in processing the discharge to reflect this change in my records.

I would appreciate it if you could provide the necessary steps to complete this process. If there are any forms or documents required from my side, please let me know so I can provide them promptly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]