



4141 B Street, Suite 305
Anchorage, AK 99503
907-272-1541, 907-272-2046 * www.f-m-i.biz

Letter to Close Account

Dated: _____

Payer Name: _____

Contract No.: _____

Payee Name: _____

This letter is to formally direct First Mortgage to close the above referenced account for the following reason(s):

All fees (closure/adjustment/outstanding service/release) shall be paid in full before release of documents.

Close by Delinquency / Non Payment

Upon payment of fees release all original documents to:

Close by Paid In Full Outside Escrow

Upon payment of fees release all original documents to for recording/reconveyance:

Close by Mutual Consent

Upon payment of fees release all original documents to for recording/reconveyance:

Close For other reason(s):

Upon payment of fees release all original documents to for recording/reconveyance:

Payee: _____

Payer: _____

Printed Name: _____

Printed Name: _____