



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

Account No.: _____

Letter to Close Account

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

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

Payer Name: _____ Payee Name: _____

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:

All types of closure require both parties to agree and sign except close by delinquency and this form needs to specify who documents are to be released.

Signature _____ Date _____
 Printed Name: _____
 Email _____
 SSN / EIN _____

Signature _____ Date _____
 Printed Name: _____
 Email _____
 SSN / EIN _____