

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Equity Release Discharge Request

Dear [Recipient Name],

I am writing to formally request the discharge of my equity release product reference number [insert reference number], which is currently held with your institution.

Details of my account:

- Name: [Your Full Name]
- Address: [Property Address]
- Date of Birth: [Your Date of Birth]
- Account Number: [Account Number]

I have completed all necessary procedures to settle the equity release agreement, and I would appreciate receiving confirmation of the discharge at your earliest convenience.

Please let me know if you require any further information or documentation from my end.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]