

Submission for Duplicate Mortgage Papers

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Mortgage Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Mortgage Lender's Name],

I am writing to formally request duplicate copies of my mortgage papers related to the property located at [Property Address]. Unfortunately, the original documents have been misplaced.

Please let me know if there are any forms or identification I need to provide in order to process my request. I appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your assistance.

Sincerely,

[Your Name]