

# PMI Removal Procedure Overview

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Overview of PMI Removal Procedure

Dear [Recipient's Name],

I am writing to provide you with an overview of the PMI (Private Mortgage Insurance) removal procedure. This procedure is designed to assist homeowners who are seeking to eliminate their PMI payments by meeting specific criteria.

## Eligibility Criteria

- The homeowner must have made timely mortgage payments for a specified period.
- The homeowner must have reached a certain level of equity in the home.
- The mortgage must be current and in good standing.

## Steps to Request PMI Removal

1. Review your mortgage statement to determine your current equity.
2. Gather documentation supporting your eligibility.
3. Submit a written request to your lender, including all relevant information.
4. Follow up with your lender to ensure your request is processed.

Should you have any questions or need further assistance with this process, feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]