

# Request for Duplicate Mortgage Documentation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request a duplicate copy of my mortgage documentation for the property located at [Property Address]. Due to [reason for request, e.g., loss of documents, damage, etc.], I am unable to locate the original documents and require them for my records.

Details of the mortgage are as follows:

- Loan Number: [Your Loan Number]
- Property Address: [Property Address]
- Borrower's Name: [Your Name]

I would greatly appreciate your prompt assistance in this matter. If there are any forms, fees, or additional information required to process my request, please let me know at your earliest convenience.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Signature]

[Your Printed Name]