

# Authorization Letter for Accessing Lost Mortgage Files

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient Name]**

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to access my mortgage files associated with the property located at [Property Address]. This authorization is necessary due to the recent loss of such files.

[Authorized Person's Name] is permitted to request, retrieve, and handle all relevant documents on my behalf. This authorization is valid until [End Date or Specify Condition].

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]