

# Notification of Misplaced Mortgage Records

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that we have encountered an issue regarding your mortgage records. Unfortunately, certain documents related to your mortgage account have been misplaced. We understand that this may be concerning and want to assure you that we are taking immediate steps to resolve this matter.

We are currently conducting a thorough search for the missing records and are working diligently to obtain any necessary duplicates from relevant parties. We appreciate your patience during this process.

If you have any questions or require further information, please do not hesitate to reach out to us at [Your Contact Information]. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]