

Certified Mortgage Document Assistance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance in obtaining certified copies of my mortgage documents for record-keeping purposes. The details of the mortgage are as follows:

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Borrower's Name: [Your Name]

These documents are vital for my records and future reference. I would appreciate your assistance in expediting this request, as it is essential for maintaining my financial documentation.

If you require any additional information or documentation to process this request, please do not hesitate to reach out to me at your earliest convenience.

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

Sincerely,

[Your Name]