

# Certified Mortgage Document Retrieval Request

Date: \_\_\_\_\_

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the retrieval of certified mortgage documents related to the estate planning of [Name of the Deceased or Estate Owner], who passed away on [Date of Death].

In order to effectively manage the estate and comply with all legal requirements, we require the following documents:

- Certified copies of mortgage agreements
- Account statements for the mortgage
- Any related documentation which may include modification agreements or payoff statements

For verification purposes, please find attached a copy of the death certificate and any other requested documentation. Kindly send the requested documents to the address listed below:

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

Thank you for your prompt attention to this matter. Please do not hesitate to contact me should you need any further information or clarification.

Sincerely,

[Your Signature (if mailing a hard copy)]  
[Your Printed Name]  
[Your Title/Position if applicable]