

Certified Mortgage Documentation Request

Date: _____

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Certified Mortgage Documentation for Property Verification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request certified mortgage documentation necessary for the verification of the property located at:

[Property Address]

[City, State, Zip Code]

The documents required include, but are not limited to:

- Loan Agreement
- Property Appraisal
- Title Report
- Closing Disclosure

This information is crucial for [insert purpose, e.g., "completing a refinancing process", "conducting a property appraisal", etc.]. We appreciate your prompt attention to this matter and kindly request that the documents be sent to us by **[Deadline Date]**.

Thank you for your cooperation. Should you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]
[Your Email Address]