

# Certified Mortgage Documents Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request certified copies of my mortgage documents related to my property located at [Property Address]. I am considering refinancing and require these documents for the application process.

Please include the following documents in your response:

- Mortgage Contract
- Note
- Disclosure Statements
- Any other pertinent documents

If there are any fees associated with this request, please inform me in advance.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]