

Request for Certified Mortgage Documents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Financial Institution's Name]

[Mortgage Department]

[Institution's Address]

[City, State, ZIP Code]

Dear [Loan Officer's Name or Appropriate Title],

I am writing to formally request certified copies of all mortgage documents pertaining to my home equity evaluation for the property located at [Property Address]. My loan number is [Loan Number].

I kindly ask that you provide these documents at your earliest convenience, as they are necessary for my ongoing financial evaluations.

Thank you for your attention to this matter. Please feel free to contact me via phone or email should you have any questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]