

# Mortgage Document Certification Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the certification of my mortgage documents required for my loan approval process. Please find the details of the loan below:

- Loan Type: [Insert Loan Type]
- Borrower Name: [Insert Your Name]
- Loan Amount: [Insert Loan Amount]
- Property Address: [Insert Property Address]

In order to expedite the approval process, I kindly ask that you provide certifying documentation of the following:

- Income verification documents
- Credit report
- Asset statements

Thank you for your prompt attention to this matter. Should you need any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]