

Request for Certified Mortgage Documents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Mortgage Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request certified copies of my mortgage documents for insurance claim purposes. The details of my mortgage are as follows:

Mortgage Account Number: [Insert Account Number]

Property Address: [Insert Property Address]

Borrower Name: [Insert Your Name]

Thank you for your attention to this matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]