

# Request for Certified Mortgage Documents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Mortgage Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Mortgage Company Contact/Department],

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

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

These documents are required urgently to support [briefly explain the purpose, e.g., a legal matter, refinancing process, etc.]. I would appreciate it if you could expedite this request.

Please let me know if there is any fee associated with this request or if you require any additional information from my end.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]