

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request copies of the certified mortgage documents for my property located at [Property Address]. This request is being made in connection with a tax audit that requires verification of the mortgage details.

Please include all relevant documents, including but not limited to the mortgage agreement, payment history, and any amendments made to the original mortgage.

I appreciate your assistance and prompt attention to this matter. If there are any fees associated with the provision of these documents, please let me know in advance.

Thank you for your cooperation.

Sincerely,
[Your Name]