

Letter of Request for Urgent Certified Mortgage Documents

Date: [Insert Date]

To,

[Recipient Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to urgently request the certified mortgage documents necessary for the upcoming closing scheduled on [Insert Closing Date].

Given the time-sensitive nature of this matter, it is crucial that these documents are processed as soon as possible to ensure a smooth closing.

Please let me know if you require any further information or if there are additional forms I need to complete to expedite this process.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]