

Mortgage Account Update Notification

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, ZIP Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about the recent updates regarding the mortgage account for the property located at [Property Address].

As the executor of the estate of [Deceased Name], we have been processing the necessary probate documentation. We want to ensure that you are aware of the current status of the mortgage account.

The following updates are pertinent to your records:

- Account Number: [Account Number]
- Current Balance: \$[Current Balance]
- Payment Due Date: [Next Payment Due Date]
- Contact for inquiries: [Contact Name and Phone Number]

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]