

# Mortgage Transfer Documentation

Date: [Insert Date]

To: [Mortgage Lender's Name]

Address: [Lender's Address]

Re: Request for Mortgage Transfer

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request the transfer of the existing mortgage on the property located at [Property Address], currently held under my name, [Your Name], to the name of [Recipient's Name], as part of my estate planning process.

The details of the mortgage are as follows:

- Account Number: [Account Number]
- Loan Amount: [Loan Amount]
- Interest Rate: [Interest Rate]

Enclosed with this letter are the necessary documents that authorize and support this transfer, including:

- Copy of the property deed
- Completed mortgage transfer request form
- Identification documents of both parties

I kindly ask that you process this request at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]