

Mortgage Transfer Request Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally request the transfer of the mortgage for the property located at [Property Address] to my name. I have recently acquired ownership of this property and wish to take over the existing mortgage currently held by [Current Owner's Name].

Details of the mortgage are as follows:

- Current Mortgage Account Number: [Account Number]
- Outstanding Balance: [Outstanding Balance]
- Interest Rate: [Interest Rate]

Attached are the necessary documents for your review, including:

- Proof of Property Ownership
- Identification Documents
- Current Mortgage Agreement

Please let me know if you require any additional information or documents to facilitate this request. I look forward to your prompt response so we can proceed with the necessary steps for the transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]