

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Mortgage Company Name]
[Mortgage Company Address]
[City, State, Zip Code]

RE: Notice of Death for Account Holder

Mortgage Account Number: [Account Number]

Property Address: [Full Address of the Property]

To Whom It May Concern,

I am writing to formally notify you of the passing of the account holder, [Full Name of Deceased], who passed away on [Date of Death].

I have enclosed a certified copy of the death certificate for your records. I am the [Your Relationship to Deceased, e.g., Executor, Administrator, Next of Kin] for the estate.

Please provide me with the following information regarding this account:

- The current outstanding balance and payoff amount.
- Details regarding the next scheduled payment.
- Instructions for the continuation of payments during the probate process.
- The necessary forms to update the contact information for this account.

Please direct all future correspondence regarding this mortgage to:

[Name of Executor/Contact Person]
[Mailing Address]
[Phone Number]

Thank you for your assistance during this time. I look forward to receiving the requested information promptly.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Certified Death Certificate