

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

[Date]

[Loan Servicer Name]
[Loan Servicer Address]
[City, State, Zip Code]

RE: Notice of Successor in Interest - Loan Number: [Your Loan Number]

To Whom It May Concern,

I am writing to formally notify you that I am a successor in interest to the property located at [Property Address], which secures the above-referenced mortgage loan.

The previous borrower, [Name of Deceased or Former Borrower], [is deceased / has transferred interest in the property to me]. As a result, I have acquired an ownership interest in the property through the following means: [e.g., inheritance, divorce decree, or legal transfer].

Please find the following documentation attached to verify my status:

- [Document 1, e.g., Certified Death Certificate]
- [Document 2, e.g., Executed Will or Quitclaim Deed]
- [Document 3, e.g., Letters of Administration]

I am requesting that you confirm my status as a successor in interest and provide me with all relevant information regarding the loan account, including the current balance, payment history, and any available loss mitigation options.

Please update your records to include my contact information for all future correspondence. I look forward to receiving written confirmation of my successor status within the timeframe required by law.

Sincerely,

[Your Signature]

[Your Printed Name]