

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

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Re: Mortgage Closing Documents for Loan Number: [Loan Number]

Dear [Borrower Name],

Please find enclosed the official closing documents regarding your mortgage for the property located at [Property Address].

We ask that you carefully review all documents. To complete the processing of your loan, please perform the following actions:

- Sign and date all documents where indicated by the "Sign Here" tags.
- Ensure all signatures are witnessed or notarized where required.
- Provide a copy of your government-issued photo ID.
- Include the required homeowner's insurance declarations page.

Once you have executed the documents, please return the complete package to our office using the enclosed prepaid envelope by [Deadline Date].

If you have any questions regarding the terms of your mortgage or the signing process, please contact me directly at [Phone Number] or via email at [Email Address].

Congratulations on your new mortgage. We look forward to finalized the closing process with you.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Enclosures: [List specific documents here]