

Date: [Date]

To: [Lender Name / Mortgage Company]

Attn: [Loan Officer/Department Name]

[Lender Address]

[City, State, Zip Code]

**RE: Verification of Sale for Property: [Property Address]**

**Loan Number: [Mortgage Account Number]**

To Whom It May Concern,

This letter serves to formally notify you and verify that the property located at **[Property Address]** has been sold to **[Buyer Name/Entity Name]** as of **[Closing Date]**.

The transaction was completed "Subject to" the existing financing. Please be advised of the following:

- The Buyer has assumed the responsibility for making all future monthly mortgage payments.
- The Buyer has been granted full authorization to communicate with you regarding the account balance, payment history, and escrow information.
- Insurance coverage has been updated to reflect the change in ownership and interest.

Attached to this letter, please find a copy of the [Settlement Statement / Recorded Deed] as proof of the transfer of title.

Please update your records to include the Buyer's contact information for future correspondence and payment processing:

Buyer Name: [Buyer Name]

Mailing Address: [Buyer Mailing Address]

Phone Number: [Buyer Phone Number]

Email: [Buyer Email]

If you require any additional documentation regarding this transfer, please contact me directly.

Sincerely,

[Seller Name]

[Seller Phone Number]

[Buyer Name]

[Buyer Phone Number]