

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

[Date]

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

RE: Mortgage Release Request for Deceased Borrower

Borrower Name: [Full Name of Deceased]

Loan Account Number: [Account Number]

Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to formally notify you of the passing of [Name of Deceased] on [Date of Death]. I am the [Your Relationship to Deceased, e.g., Executor, Administrator, or Heir] of the estate.

I am requesting a formal release of the mortgage lien and a payoff statement/satisfaction of mortgage for the property mentioned above. Please find attached a certified copy of the Death Certificate and [Letter of Testamentary/Small Estate Affidavit] as proof of my authority to act on behalf of the estate.

Please provide the following information regarding the account:

- The current outstanding balance and a final payoff statement.
- Confirmation of the process required to release the deed/lien.
- Notification of any escrow refunds or overpayments due to the estate.

Please direct all future correspondence regarding this mortgage to my address listed above. If there are specific forms required by your institution to finalize this release, please send them at your earliest convenience.

Thank you for your assistance in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]