

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

[Date]

[Mortgage Company Name]
[Loss Mitigation/Payoff Department]
[Address]
[City, State, Zip Code]

RE: Mortgage Cancellation and Payoff Notice

Account Number: [Mortgage Account Number]

Property Address: [Full Address of Property]

Deceased Name: [Name of Deceased]

To Whom It May Concern,

I am writing to formally notify you of the death of the borrower, [Name of Deceased], who passed away on [Date of Death]. I have been appointed as the [Executor/Administrator/Successor] of the estate.

Please provide a formal payoff statement for the above-referenced mortgage account. We intend to satisfy the remaining balance of the mortgage and request a formal Release of Lien and Mortgage Cancellation upon receipt of payment.

Attached to this letter, please find the following documents for your records:

- A certified copy of the Death Certificate.
- Letters Testamentary or Court Appointment papers authorizing me to act on behalf of the estate.

Please send all future correspondence and the payoff statement to my address listed above. If you require additional documentation to process this cancellation, please contact me immediately.

Sincerely,

[Signature]

[Printed Name]
[Title: Executor/Administrator/Representative]