

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

[Date]

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

RE: Notice of Death and Request for Mortgage Obligation Release
Account Number: [Mortgage Account Number]
Property Address: [Full Property Address]
Deceased Borrower: [Name of Deceased]

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 contacting you in my capacity as the [Executor/Administrator/Legal Representative] of the deceased's estate.

Enclosed with this letter, please find a certified copy of the death certificate. [Optional: Also enclosed are the Letters Testamentary/Letters of Administration granting me authority to act on behalf of the estate].

I am requesting a formal review of this account for a release of mortgage obligation. Please provide documentation regarding the following:

- The current outstanding balance of the mortgage.
- Information regarding any credit life insurance policies associated with the loan.
- The necessary procedures for the estate to satisfy or release the remaining debt.
- Confirmation that the deceased's name will be removed from future billing cycles.

Please pause any foreclosure proceedings or late fee accruals while the estate undergoes the probate process. All future correspondence regarding this account should be directed to my attention at the address listed above.

Thank you for your prompt attention to this matter. I look forward to receiving the requested information and instructions.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title: e.g., Executor of the Estate of Name of Deceased]

Enclosures: [Death Certificate, Letters Testamentary, etc.]