

head>

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

[Date]

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

RE: Request for Release of Liability - Account Number: [Your Mortgage Account Number]

To Whom It May Concern,

I am writing to formally notify you of the passing of my co-borrower, [Full Name of Deceased], who passed away on [Date of Death]. I am requesting that their name be removed from the mortgage account and that they be released from all future liability regarding the property located at [Property Address].

Enclosed with this letter, please find a certified copy of the death certificate for your records. I have also included [mention any other documents, such as Probate Court orders or Letters of Administration, if applicable].

I intend to continue making all scheduled payments and maintain the mortgage in my name alone. Please advise if there are specific internal forms required to complete this update or if you require additional documentation to process this request.

Please send a written confirmation once the records have been updated and the liability release has been processed.

Thank you for your assistance during this time.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosures: [List enclosed documents, e.g., Death Certificate]