

[Your Name/Executor Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Mortgage Company Name]

[Loss Mitigation/Estate Department]

[Mortgage Company Address]

[City, State, Zip Code]

**RE: Request for Release of Liability and Confirmation of Mortgage Status**

**Deceased:** [Name of Deceased]

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

**Property Address:** [Full Property Address]

To Whom It May Concern,

I am writing to you in my capacity as the court-appointed [Executor/Administrator/Personal Representative] of the Estate of [Name of Deceased]. Enclosed with this letter, please find a certified copy of the Death Certificate and the Letters of Administration (or Letters Testamentary) granting me the authority to act on behalf of the estate.

The purpose of this letter is to formally request a full release of liability for the estate regarding the aforementioned mortgage account. [Choose one: The property has been sold / The property has been transferred to the rightful heirs / The mortgage has been paid in full].

Specifically, I am requesting the following:

- A formal letter confirming that the estate of [Name of Deceased] holds no further financial obligation or liability toward this mortgage.
- A "Satisfaction of Mortgage" or "Release of Lien" document indicating the loan has been settled (if applicable).
- Final confirmation that the account has been closed in the name of the deceased.

Please forward the requested documentation to my address listed above at your earliest convenience. If there are outstanding requirements or forms necessary to process this release, please notify me immediately via phone or email.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Executor/Administrator] for the Estate of [Name of Deceased]

**Enclosures:**

1. Certified Copy of Death Certificate
2. Letters Testamentary / Letters of Administration
3. [Optional: Proof of Sale or Payoff Statement]