

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

[Date]

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

**RE: Notice of Death and Request for Mortgage Liability Release**

**Mortgage Account Number:** [Account Number]

**Deceased Borrower:** [Full Name of Deceased]

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

To Whom It May Concern,

I am writing to formally notify you of the death of the sole borrower, [Full Name of Deceased], who passed away on [Date of Death]. I am the [Executor/Administrator/Legal Representative] for the decedent's estate.

As the deceased was the sole signatory on the mortgage for the property located at [Property Address], the estate is currently undergoing the probate process. We are requesting a formal statement regarding the outstanding balance and a confirmation of the release of personal liability for the deceased borrower.

Please find enclosed a certified copy of the death certificate and [Letter of Administration/Probate Court Documents] confirming my legal authority to act on behalf of the estate.

We request that you:

- Provide a final payoff statement as of the date of death.
- Provide information on the process for releasing the estate from further liability if the property is to be sold or surrendered.
- Update your records to reflect that all future correspondence should be directed to my attention at the address listed above.

Please acknowledge receipt of this letter and the attached documentation in writing. If you require any additional forms or information, please contact me directly.

Sincerely,

[Signature]

[Printed Name]

Executor/Representative of the Estate of [Name of Deceased]

**Enclosures:**

1. Certified Copy of Death Certificate
2. Letters Testamentary / Letters of Administration