

[Your Name/Law Firm Name]

[Address Line 1]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Lender/Mortgage Servicer Name]

[Attn: Loss Mitigation/Legal Department]

[Address Line 1]

[City, State, Zip Code]

RE: FORMAL NOTICE OF PROBATE CLAIM AND MORTGAGE ACCELERATION

Deceased Borrower: [Full Name of Deceased]

Property Address: [Full Physical Address]

Loan Account Number: [Account Number]

Date of Death: [Date]

To Whom It May Concern,

Please be advised that the above-referenced borrower is deceased. I am writing to you in my capacity as the [Executor/Administrator/Personal Representative] for the Estate of [Deceased Borrower's Name], as appointed by the [Name of Probate Court], Case Number [Case Number]. Attached are the Letters Testamentary/Letters of Administration and a copy of the Death Certificate for your records.

We are aware that the mortgage associated with the property listed above has fallen into default and that a Notice of Acceleration has been issued or is pending. Please take notice of the following:

- **Request for Payoff Statement:** Please provide a formal payoff statement through [Date] to facilitate the settlement of this debt via the probate process.
- **Stay of Foreclosure:** We request a temporary suspension of any foreclosure proceedings or further acceleration actions to allow the Estate time to [sell the property / refinance the loan / liquidate assets] to satisfy the debt.
- **Communication:** All future correspondence regarding this account, including monthly statements and legal notices, should be directed to the undersigned at the address provided above.

Please acknowledge receipt of this notice and provide the requested payoff figures within [Number] days. We intend to resolve this obligation in an expedited manner as part of the estate administration.

Sincerely,

[Your Signature]

[Your Printed Name]

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

Enclosures:

1. Death Certificate
2. Letters Testamentary/Letters of Administration
3. [Copy of Mortgage Statement/Acceleration Notice]