

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

[Date]

[Loan Servicer Name]
[Loan Servicer Address]
[City, State, Zip Code]

RE: Notice of Successor in Interest

Loan Number: [Your Loan Number]
Property Address: [Property Address]

To Whom It May Concern,

I am writing to formally notify you that I am a successor in interest to the property located at [Property Address], following the [Death/Divorce/Transfer] of the original borrower, [Original Borrower's Name].

Under the Real Estate Settlement Procedures Act (RESPA) and the Truth in Lending Act (TILA), I am requesting that you provide me with the following information regarding the requirements to confirm my status as a successor in interest:

- A list of the specific documents required to prove my ownership interest in the property.
- A description of the legal documents needed to prove my relationship to the deceased or former borrower (e.g., Death Certificate, Will, Divorce Decree, Quitclaim Deed).
- The mailing address or portal where these documents should be submitted for review.

Furthermore, once my status is confirmed, I request that you provide me with a current payoff statement and information regarding the monthly mortgage payments, including any outstanding escrow balances or delinquencies.

I have attached copies of [List any documents you are including now, e.g., Death Certificate] for your preliminary review.

Please acknowledge receipt of this request within five business days as required by federal law. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]