

Date: [Insert Date]

To: [Mortgage Servicer Name]
Mortgage Servicing Department
[Address]
[City, State, Zip Code]

RE: Authorized Signature Notification

Loan Number: [Insert Loan Number]
Property Address: [Insert Property Address]

To Whom It May Concern,

I, [Your Name], the undersigned borrower for the above-referenced mortgage loan, hereby authorize the following individual(s) to act as an authorized signer and representative regarding this account:

Authorized Individual Information:

Name: [Full Name of Authorized Person]
Title/Relationship: [e.g., Spouse, Attorney, Agent]
Contact Phone: [Phone Number]
Email Address: [Email Address]

The aforementioned individual is authorized to perform the following actions (check all that apply):

- Request and receive payoff statements.
- Discuss account history and payment status.
- Modify contact information.
- Execute documents related to loan servicing and loss mitigation.

This authorization shall remain in effect until [Date] or until revoked by me in writing. Please find a specimen signature of the authorized individual below.

(Specimen Signature of Authorized Individual)

If you have any questions, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Last 4 Digits of SSN]