

[Date]

[Recipient Name/Organization]

[Recipient Address]

[City, State, Zip Code]

RE: LETTER OF AUTHORIZATION - MORTGAGE REPRESENTATIVE

To Whom It May Concern,

This letter serves as formal notification that **[Representative Name]** is an authorized representative of **[Mortgage Lending Institution Name]**.

In their capacity as **[Job Title/Position]**, the aforementioned individual is authorized to act on behalf of the lender regarding the mortgage account listed below:

- **Borrower Name:** [Borrower Full Name]
- **Loan/Account Number:** [Loan Number]
- **Property Address:** [Full Property Address]

The representative is authorized to perform the following actions:

- Request and receive payoff statements and escrow information.
- Negotiate terms and conditions related to the mortgage account.
- Sign legal documents and disclosures required for processing.
- Access account history and personal financial information pertinent to the loan.

This authorization shall remain in effect until **[Expiration Date]** or until revoked in writing by **[Mortgage Lending Institution Name]**.

Should you require further verification, please contact our office directly at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Authorizing Officer]

[Title of Authorizing Officer]

[Mortgage Lending Institution Name]