

(Date of Letter)

(Name of Bank)

(Attn: Mortgage Loan Department)

(Street Address)

(City, State and Zip Code)

RE: Mortgage Loan Documents

Dear Mortgage Clerk:

As you know, the undersigned acquired a mortgage through your institution on the _____ day of _____ (month/year). In order to completely fulfill the mortgage obligation, it was necessary for various documents to be signed. Kindly provide copies of each and every document that was signed by the undersigned in reference to the mortgage on _____ (describe property to which mortgage documents apply). Included within your fulfillment of this request, kindly provide a copy of the underlying mortgage, a copy of the note, a copy of the security agreement, a copy of the disclosure statement, a copy of the closing statement, a copy of rescission rights and copies of any and all documents which would in any way relate to this mortgagee.

In addition to the foregoing, it is hereby requested that a copy of the appraisal and a copy of the methodology used in house by your institution in assessing the value of the property be provided for our personal records. As you might understand, it is important for accurate records to be kept; therefore, I am making this request to be certain that my records are complete. Should any questions arise relative to this request, please contact the undersigned. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.