

Mortgage Company Release Request #1 - Initial Check

NOTE: This sample letter below must be customized to the facts of your individual situation and claim. **All portions that are in parentheses and/or underlined must be completed or revised and anything in italics should be removed before you send it.**

[Date]

ATTN: [Contact name / Phone # / Email Address]

[Mortgage Company or Lender] – Property Claims or “Loss” Department

RE:[Mortgage Company or Lender Name – Mortgage Account# – Address of Mortgaged Property]

To Whom It May Concern;

I am enclosing my initial claim payment check [Check #] for reimbursement from my insurer for my property insurance claim on my home at the address above which suffered damage due to the [disaster name or cause of loss] on [date of loss].

I have enclosed all of the necessary information and forms to facilitate your endorsement of the checks to be returned to me as soon as possible. This will allow me to continue to [rebuild/restore] my home in compliance with the time limitations in my insurance policy. [any lender forms, lien releases, inspection reports, limited portions of scope of loss, signed contracts, etc.] To that end, I have enclosed a prepaid, priority mail envelope for your convenience. I anticipate receipt of the returned, endorsed check within one week of your receipt of this document unless you contact me for further clarification.

Note: [The lender may insist upon placing the funds in escrow; if so, ask what is needed to release them]

Thank you in advance,

[YOUR FULL NAME]

[CELL PHONE #]

[EMAIL ADDRESS]

[CHECK #] in the amount of [\$] and self-addressed, stamped, return envelope

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