

Mortgage Company Release Request #2 - Additional Releases

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#]

To Whom It May Concern [or name of the contact you have established];

I am enclosing another claim payment from my insurer to cover the cost of [repairing damage to / replacing] the above-referenced property arising out of the [disaster name or cause of loss] on [date of loss].

Thank you in advance for endorsing and returning this check at your earliest convenience. Your prompt attention to this matter will allow [repairs / rebuilding] to continue and protect our collective interests in restoring my home to its pre-loss condition.

To that end, **I have enclosed a prepaid, priority mail envelope for your convenience.** I am anticipating receipt of the endorsed check returned to me within one week of your receipt of this communication.

I can be reached at [your phone number] and will be happy to answer any questions you may have.

Thank you in advance for your cooperation,



Thank you in advance,

[YOUR FULL NAME]

[CELL PHONE #]

[EMAIL ADDRESS]

Attached: [CHECK #] in the amount of [\$] and return envelope

The information presented in this publication is for general informational purposes, and is not a substitute for legal advice. If you have a specific legal issue or problem, United Policyholders recommends that you consult with an attorney. Guidance on hiring professional help can be found in the “Find Help” section of www.uphelp.org. United Policyholders does not sell insurance or certify, endorse or warrant any of the insurance products, vendors or professionals identified at our website.

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