

**Sample Letter
asking for complete file of loan documents**

Date: _____

Address of Mortgage Broker or Closing Agent

_____ (Company or individual name)

_____ (street address)

_____ (city, state, zip code).

RE: _____ (your name)

_____ (street address)

_____ (city and state and zip)

Account number at time of loan: _____

Dear **MORTGAGE BROKERAGE or CLOSING AGENT:**

I am writing to request a complete copy of my loan file. I got a loan for my property located at _____ (your home address) on or about _____ (date of the loan). I got the loan with _____ (original mortgage company). We are specifically interested in receiving:

- the mortgage
- the note
- any riders
- the HUD-1 settlement statement
- the Truth-in-Lending disclosure
- the notice of right to cancel
- all other closing documents
- all good faith estimates
- all applications
- all denials of credit or changes in terms
- any appraisals
- credit scores
- all other relevant documents.

If there is a fee associated with getting a copy of these documents, we ask that you waive the fee due to our inability to pay.

Please forward any copies to me at _____ (your mailing address).

Sincerely,

(Sign and print your name here)