

Surrender Letter Format for Mortgage Agreement

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Lender's/Financial Institution's Name]

[Lender's/Financial Institution's Address]

[City, State, ZIP Code]

Subject: Surrender Letter for Mortgage Agreement

Dear [Lender's/Financial Institution's Name],

I hope this letter finds you well. I am writing to formally notify you of my decision to surrender and terminate the mortgage agreement for the property located at [Property Address]. This decision is effective as of [mention the effective date, typically 30 days from the date of the letter].

Due to [mention the reason for surrendering, e.g., relocation, financial restructuring], it has become necessary for me to conclude the mortgage agreement prematurely. I am committed to fulfilling any outstanding obligations, including the repayment of the remaining balance, during the notice period.

I appreciate the financial support provided through the mortgage agreement and your understanding of my circumstances. I am willing to discuss and facilitate the necessary steps to finalize the surrender process. Please guide me on any specific procedures or documentation required.

I would like to express my gratitude for the assistance and cooperation extended during the mortgage tenure. I hope for a positive and amicable resolution to the conclusion of our mortgage agreement.

Thank you for your understanding and cooperation in this matter. I am available for discussions and meetings to ensure a seamless transition.

Sincerely,

[Your Full Name]

[Your Signature] (if a hard copy is being provided)

