

[Your Name/Company Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Lender Name]  
[Lender Address]

**\*\*Subject: Mortgage Assumption Request for [Property Address] - Loan Account Number [Loan Account Number]\*\***

Dear [Lender Name],

This letter is to formally request approval for the assumption of the existing mortgage on the property located at [Property Address], Loan Account Number [Loan Account Number]. We, [Current Borrower 1 Name] and [Current Borrower 2 Name], are the current borrowers on this mortgage, and [Potential Borrower 1 Name] and [Potential Borrower 2 Name] are the individuals seeking to assume the mortgage.

We understand that the potential borrowers are financially qualified to assume the mortgage and are prepared to provide all necessary documentation to support this, including [mention specific documents like income verification, credit reports, etc., if known]. We are committed to ensuring a smooth and compliant transfer of the mortgage responsibility to the potential borrowers, and we respectfully request your prompt attention to this matter.

We are available to discuss this matter further at your earliest convenience and can be reached at [Current Borrower Phone Number] or [Potential Borrower Phone Number].

Sincerely,

[Current Borrower 1 Signature]  
[Current Borrower 1 Name]

[Current Borrower 2 Signature]  
[Current Borrower 2 Name]

[Potential Borrower 1 Signature]  
[Potential Borrower 1 Name]

[Potential Borrower 2 Signature]  
[Potential Borrower 2 Name]