
SAMPLE FORMAT

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HUD'S NOTICE TO MORTGAGEE ACKNOWLEDGING
RECEIPT OF REQUEST FOR OCCUPIED CONVEYANCE

Mortgage Company
Address
City and State and Zip Code

Subject: Occupant Name
Street Address, Apt. No.
City, State and Zip Code
HUD/FHA Case No.

This is to advise you that we have received a request for occupied conveyance from the above-named occupant and are reviewing this request. We will notify you of our final decision as soon as we have completed our review.

Sincerely,

Signature
Title