Land Mortgage Agency Transmittal memorandum

# United States Department of the Interior

Bureau of Indian Affairs Agency

Mailing Address

City, State, Zip

**MEMORANDUM**

# To: Regional Director

From: (Agency name)

Subject: Trust Land Mortgage for \_\_\_\_\_\_\_\_

Our office received a trust land mortgage package, from \_\_\_(name of bank/lender)\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_, in the amount of $\_\_\_\_\_\_\_\_\_\_. In accordance with the Mortgage Handbook, we are transmitting the complete package for your review, analysis, and approval or disapproval.

The trust land mortgage is for the following individual:

1. BORROWER:

2. LENDER:

3. TYPE OF REQUEST:

ADDITIONAL COMMENTS:

For your reference, the Mortgage Tracker number that references this trust land mortgage is \_\_\_\_\_\_\_\_\_\_\_\_, to be updated and completed by your office.

If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_.