

[Date]

[Lender Name]

[Loan Servicing Department]

[P.O. Box/Street Address]

[City, State, Zip Code]

RE: Mortgage Loan Account Identification

To Whom It May Concern,

Please use this letter as formal identification and verification of the mortgage loan account held with your institution. The account details are as follows:

- **Borrower Name(s):** [Full Legal Name of All Borrowers]
- **Property Address:** [Full Property Address, City, State, Zip Code]
- **Loan Account Number:** [Your Full Loan Number]
- **Last Four Digits of SSN:** [Last 4 Digits of Primary Borrower]

I am requesting that you confirm the current status of this account for the purpose of [State Purpose, e.g., Refinancing, Legal Documentation, or Account Verification]. Please provide any necessary statements or certificates of account standing to the return address listed below.

If you require any further information to process this request, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Current Mailing Address]