

[Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

Welcome to Your New Home!

Dear [Borrower Name],

Congratulations on the purchase of your first home! We are honored that you chose [Company Name] to assist you with your mortgage. Our goal is to provide you with excellent service throughout the life of your loan.

Your Loan Details:

- Loan Number: [Loan Number]
- First Payment Due Date: [Date]
- Total Monthly Payment: \$[Amount]

Payment Instructions:

To ensure your payments are processed timely, please use one of the following methods:

1. Online Payments:

Visit our website at [Website URL] to set up a one-time payment or enroll in automatic recurring payments (ACH).

2. Payment by Mail:

Please make checks payable to [Company Name] and include your loan number on the memo line. Send to:

[Mailing Address]
[City, State, Zip Code]

3. Phone Payments:

You may pay by phone by calling our customer service department at [Phone Number].

Important Note Regarding Your Escrow Account:

Your monthly payment includes an amount for property taxes and homeowners insurance. We will manage these payments on your behalf as they become due.

If you have any questions regarding your account, please contact our support team at [Phone Number] or email us at [Email Address].

Welcome to the neighborhood!

Sincerely,

[Sender Name]

[Company Name]