

Date: [Insert Date]

To: [Loan Officer Name]
[Lending Institution Name]
[Institution Address]

Subject: Details of the Requested Mortgage Loan Amount

Dear [Loan Officer Name],

I am writing to formally provide the specific details regarding the mortgage loan amount I am requesting for the purchase of the property located at: [Insert Property Address].

Based on my financial assessment and the property value, the requested loan details are as follows:

- **Purchase Price:** \$[Insert Amount]
- **Down Payment Amount:** \$[Insert Amount] ([Insert Percentage]%)
- **Total Requested Loan Amount:** \$[Insert Amount]
- **Desired Loan Term:** [e.g., 15, 20, or 30 years]
- **Loan Type:** [e.g., Fixed-Rate, Adjustable-Rate, FHA, etc.]

The requested amount covers the remaining balance of the purchase price after my down payment. I have attached the necessary financial documentation, including proof of funds and income verification, to support this application.

Please let me know if you require any further information or additional documentation to process this request.

Thank you for your time and assistance.

Sincerely,

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