

[Your Name]  
[Your Loan Number]  
[Your Property Address]  
[Your Phone Number]  
[Date]

[Mortgage Lender Name]  
[Lender Address]  
[City, State, Zip Code]

RE: Request for Official Customer Service Contact Information

To Whom It May Concern,

I am writing to formally request the most current and direct contact information for your customer service department regarding my mortgage account mentioned above.

Please provide the following details:

- Direct customer service phone number
- Designated email address for account inquiries
- Mailing address for general correspondence
- Physical address for overnight deliveries or legal notices (if different)
- Hours of operation

I wish to ensure that I have the correct channels for future communication regarding my loan. Please send this information to my mailing address or to my email at [Your Email Address].

Thank you for your prompt assistance.

Sincerely,

[Your Signature]

[Your Printed Name]