

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**Subject: Mortgage Application Reference Number - [Your Full Name]**

Dear [Loan Officer Name or Mortgage Department],

I am writing to formally request the reference number for my current mortgage application. I submitted my application on [Date of Submission] for the property located at [Property Address, if applicable].

I require this reference number to track the status of my application and to ensure all future correspondence and documentation are correctly assigned to my file.

Please provide the reference number via email at [Your Email Address] or by phone at [Your Phone Number] at your earliest convenience.

Thank you for your assistance with my application.

Sincerely,

[Your Signature]

[Your Printed Name]