

[MORTGAGE INSTITUTION NAME]
[Street Address]
[City, State, Zip Code]
[Phone Number] | [Website Address]

[Date]

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

RE: Mortgage Account Number: [Account Number]
Property Address: [Property Address]

Dear [Borrower Name],

[Enter the body of the letter here. Use this space to communicate account updates, approval status, interest rate adjustments, or payment notifications.]

If you have any questions regarding this correspondence, please contact our Customer Service Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]
[Officer Name]
[Officer Title]
[NMLS ID Number, if applicable]

[Institution Name] is an Equal Housing Lender. NMLS #[Institutional NMLS Number].