

[Date]

[Borrower Name]
[Co-Borrower Name]
[Mailing Address]
[City, State, Zip Code]

Re: Loan Number [Loan Number]

Welcome to Our Mortgage Lending Family!

Dear [Borrower Name],

Congratulations on your new home! We are honored that you chose [Company Name] to assist you with your mortgage financing. It is our pleasure to officially welcome you to our family of homeowners.

Our goal is to provide you with exceptional service throughout the life of your loan. Below you will find important information regarding your new account:

- **First Payment Due Date:** [Date]
- **Monthly Payment Amount:** \$[Amount]
- **Online Portal:** [Website URL]
- **Customer Service:** [Phone Number]

We are currently setting up your account in our system. You will receive a formal billing statement shortly. In the meantime, you can manage your account, set up autopay, and view documents by visiting our online portal.

If you have any questions or if there is anything we can do to assist you during this transition, please do not hesitate to reach out to our customer support team at [Email Address] or by calling [Phone Number].

Thank you for your trust and your business. We look forward to serving you for many years to come.

Sincerely,

[Sender Name]
[Title]
[Company Name]