

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

[Date]

[Mortgage Servicer Name]
[Attention: Customer Service/Billing Department]
[Address]
[City, State, Zip Code]

RE: Mortgage Payment Routing Correction

Account Number: [Your Loan Number]

Property Address: [Address of the Property]

To Whom It May Concern,

I am writing to formally request a correction regarding the routing of my mortgage payments. It has come to my attention that my recent payment(s) were incorrectly applied or routed. Specifically, [provide brief details, e.g., payment was sent to the wrong department, applied to the wrong account, or held in suspense].

Please update your records to ensure all future payments are routed as follows:

- **Principal and Interest:** [Specify Account/Department]
- **Escrow (Taxes/Insurance):** [Specify Account/Department]
- **Additional Principal:** [Specify if applicable]

I have attached [mention any attachments, such as a payment receipt or bank statement] to assist in locating the funds and correcting this error. Please ensure that no late fees are assessed and that my credit report is not negatively impacted due to this routing issue.

Please provide written confirmation once this correction has been processed and my account balance has been updated accordingly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]