

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender Name]
[Lender Loan Servicing Department]
[Lender Address]

RE: Request for Amortization Schedule Recast / Adjustment

Loan Number: [Your Loan Number]

Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally request a re-amortization (recast) of my mortgage loan following a recent partial principal payoff. On [Date], I made an additional payment of \$[Amount] toward the principal balance of the aforementioned loan.

Please adjust my monthly mortgage payments based on the new, reduced principal balance while maintaining the original interest rate and maturity date. I understand there may be a processing fee associated with this request; please notify me of the amount and the preferred method of payment.

Kindly provide me with a confirmation of the new monthly payment amount and a copy of the updated amortization schedule once the adjustment has been processed.

Thank you for your assistance with this matter. Please contact me if you require any further documentation.

Sincerely,

[Your Signature]
[Your Printed Name]