

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

[Lender/Service Name]  
[Payment Processing Address]  
[City, State, Zip Code]

**RE: Intent to Make Partial Principal Prepayment**  
**Mortgage Account Number:** [Your Account Number]

To Whom It May Concern,

Please find enclosed a check in the amount of \$[Amount] for the above-referenced mortgage account.

I am requesting that this entire payment be applied specifically toward the **unpaid principal balance** of my loan. This payment is intended as a partial prepayment and is in addition to my regular monthly installment.

Please ensure that these funds are not applied toward interest, escrow, or future scheduled monthly payments. I would appreciate a confirmation or an updated statement reflecting the new reduced principal balance once this transaction has been processed.

Thank you for your assistance.

Sincerely,

[Signature]  
[Your Printed Name]