

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

[Date]

[Mortgage Servicer Name]
[Payment Processing Address]
[City, State, Zip Code]

RE: Instruction for Partial Principal Prepayment

Account Number: [Your Loan Number]

Property Address: [Property Address]

To Whom It May Concern,

Enclosed please find a payment in the amount of \$[Dollar Amount].

Please apply this entire payment toward the **principal balance** of the mortgage loan referenced above. This is a voluntary partial prepayment and is not intended to cover the regularly scheduled monthly payment.

Special Instructions:

- Do not apply these funds toward the next scheduled monthly payment.
- Do not apply these funds toward the escrow account (taxes or insurance).
- Do not apply these funds toward interest.
- Apply the full amount directly to the outstanding principal balance.

Please send a confirmation statement showing the updated principal balance once this transaction has been processed.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]