

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Lender Name]
[Lender Address]
[Lender City, State, Zip]

RE: Request for Payment Reapplication

Loan Number: [Your Loan Number]

To Whom It May Concern,

I am writing to formally request a reapplication of a payment made on [Date of Payment] in the amount of \$[Amount].

It appears that this payment was incorrectly applied toward [Reason, e.g., future monthly installments / escrow / unapplied funds].

I am requesting that this payment be applied entirely as a **Principal-Only Payment** toward the outstanding balance of my mortgage. Please ensure that this adjustment is reflected in the principal balance and that any interest calculations are updated accordingly.

Please provide a revised statement or a confirmation letter showing the corrected application of these funds and the new principal balance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]