

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

[Date]

[Lender Name]
[Lender Payment Department Address]
[City, State, Zip Code]

RE: Principal Only Payment for Loan Number: [Your Loan Number]

To Whom It May Concern,

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

This payment is intended as a **partial principal payoff**. I am requesting that the entire amount of this check be applied strictly to the **principal balance** of my loan. Please do not apply these funds toward future scheduled monthly payments, interest, or escrow balances.

Kindly send an updated statement or a confirmation letter showing the new reduced principal balance once this transaction has been processed.

If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: Check #[Check Number]