

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

[Date]

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

Re: Partial Principal Prepayment

Account Number: [Your Loan Number]

Property Address: [Your Property Address]

To Whom It May Concern,

Enclosed is a payment in the amount of \$[Dollar Amount] to be applied to the mortgage account referenced above.

Please apply this entire payment specifically to the **principal balance** of my loan. This is an additional payment and is not intended to replace my regularly scheduled monthly mortgage payment.

I request that you confirm receipt of this payment and provide me with a statement showing the updated remaining principal balance once the funds have been applied.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]