

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Mortgage Lender Name]
[Lender Department, if applicable]
[Lender Street Address]
[City, State, Zip Code]

RE: Mortgage Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request the updated contact information for my mortgage lender. Please provide the following details:

- Full Legal Name of the Lending Institution
- Primary Mailing Address
- Customer Service Phone Number
- Direct Email Address for Account Inquiries
- Website URL for Online Account Management

Please confirm if there have been any recent changes to where monthly payments or official notices should be sent.

Thank you for your prompt assistance with this request.

Sincerely,

[Your Signature]
[Your Printed Name]