

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

[Date]

[Recipient Name or Department]  
[Lender or Agency Name]  
[Address]  
[City, State, Zip Code]

**RE: Reference for VA Loan Number: [Insert 12-digit VA Loan Number]**

To Whom It May Concern,

Please accept this letter as a formal reference regarding the Department of Veterans Affairs (VA) guaranteed loan associated with the following details:

- **Veteran Name:** [Full Legal Name]
- **VA Loan Number:** [12-digit Number]
- **Property Address:** [Full Property Address]
- **Social Security Number:** [Last 4 Digits or Full SSN if required]

This information is being provided to assist with the [processing/verification/assumption/payoff] of the aforementioned loan. Attached to this letter, please find supporting documentation including the [Certificate of Eligibility (COE) / Settlement Statement / Closing Disclosure] for further verification.

Should you require any additional information or have further questions regarding this loan reference, please contact me directly at [Phone Number].

Sincerely,

[Signature]  
[Printed Name]