

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Mortgage Loan Account Information

Borrower Name: [Borrower Full Name]

Property Address: [Full Property Street Address, City, State, Zip Code]

Loan Number: [Account Number]

Dear [Contact Person or Department],

I am writing regarding the property located at the address listed above. Please find the requested documentation attached for your review.

If you require any additional information regarding [Borrower Name] or the property status, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]